



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the position of
Undergraduate Admissions Outreach Officer**

MAY 2018

Requirement

St John's College is looking to appoint an Undergraduate Admissions Outreach Officer to take responsibility for continuing the development and delivery of St John's admissions-related initiatives and events. This will involve designing, co-ordinating and assisting in the delivery of admissions-related activities designed to increase applications and widen participation in Higher Education from suitably qualified candidates including sections currently under-represented at Cambridge, in particular from UK maintained schools and colleges.

Principal Responsibilities and Duties

Job title: Undergraduate Admissions Outreach Officer

Department: Admissions within the Senior Tutor's Department

Responsible to: Admissions Tutor/Admissions Administrator

Job Purpose: As a College we are committed to offering admission to students of the highest intellectual ability and potential irrespective of their school or background. This role **will** take responsibility for continuing the development and delivery of St John's admissions-related initiatives and outreach events, with particular responsibility for an annual programme of activities. This will involve the delivery and co-ordination of admissions-related activities designed to increase high-quality applications and widen participation from sections under-represented at Cambridge and St John's College. Typically, this will involve close liaison with schools and colleges in the UK and all prospective applicants most capable of benefiting from the education being provided, irrespective of social, economic, religious or ethnic background, or disability to meet the University's stated aims and to monitor progress towards the attainment of OFFA target. In conjunction with the Admissions Office Assistant to assist the Admissions Tutor in Outreach and Recruitment and to work in collaboration with Cambridge University's Schools Liaison Officers Group (SLOG). To play a role in supporting the work of the Admissions Office.

The key responsibilities are set out below:

Principal Accountabilities (Responsibilities):	% Time
a) Raising the profile of St John's College at Link Area schools, UK schools and colleges, particularly from the maintained sector, and encourage applications from sectors currently under-represented at St John's the postholder will, under the direction of the Admissions Tutor and the Admissions Administrator: i. continue the development and delivery of information and Outreach activities, including the programme of Subject Specific Taster Days ii. help plan and organise a programme of visits to and from targeted schools and colleges iii. help organise and implement a variety of initiatives aimed at teachers and HE advisers, iv. represent the College at key HE recruitment events around the UK, on occasion, as instructed by the Admissions Tutor	60%

<ul style="list-style-type: none"> v. work with Academic Administrators, Faculties, Departments, Cambridge Admissions Office, Cambridge University Student Union, St Johns' Alumni, the Development Office and St John's JCR to organise co-ordinated events and work with undergraduates at the College and other members of the student body on student-led access initiatives vi. assist in the recruitment, training and briefing of student ambassadors and other helpers from the student body, including helpers for the interview period in December vii. with other members of the Admissions Office, offer support and assistance to Directors of Studies, Tutors, Academic Administrators and the Communications Office and work with them to identify subject strategies, needs and priorities viii. liaise with Academic Administrators throughout the round to maintain contact with offer holders' schools and update them on their former pupils' progress throughout their studies <p>b) It is essential that accurate up-to-date records are kept in order to ensure the continued effectiveness of Widening Participation and Access initiatives. The postholder will be responsible for:</p> <ul style="list-style-type: none"> i. ensuring that accurate records are maintained of all contacts with schools, including visits and school backgrounds ii. preparing termly reports on current and future activities and assisting with annual reports, including the Admissions Tutor's annual report and a range of reports prepared by the Director of Education & Senior Tutor iii. assisting in the updating of the schools' database and related applicant records in the Admissions Office iv. maintaining accurate records of annual activity, including the College's HEAT record, in co-ordination with the Admissions Office Assistant 	20%
<p>c) Responsible for, in collaboration with the Admissions Office Assistant</p> <ul style="list-style-type: none"> i. collecting and analysing data and research on admissions activities ii. analysing application trends iii. analysing the effectiveness of our outreach activities iv. Monitor and report on student application websites and other media and act to raise our on-line profile v. Play an important role in undergraduate admissions in the administration and outreach, information and recruitment activities. 	20%
<p>The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Admissions Tutor or the Director of Education & Senior Tutor from time to time.</p>	

Resources Managed / Facts and Figures:

The postholder will maintain and build upon existing relationships with other Colleges, departments and faculties across the University and all relevant educational institutions on admissions matters, including approximately 100 Colleges/Schools in Link Areas

Constant use of the following software: Word; Excel; Outlook; CamSIS; Moodle

Decision-making:

Decides in consultation with the Admissions Tutor and the Admissions Administrator on appropriate responses to admissions queries from prospective applicants, schools and alumni

Decides in collaboration with the Admissions Tutor and the Admissions Administrator on the appropriate format for documents, reports, etc for Schools Liaison and Access purposes.

Person specification**Qualifications, Knowledge and Experience:**

- Educated to degree level or equivalent (essential)
- Knowledge of and commitment to recruitment and widening participation to Higher Education (essential)
- Knowledge of the structure and systems of Higher Education, of Further Education, and/or of Secondary Schools (essential that at least two of the three are satisfied)
- Excellent IT skills. The postholder will need to use the following software packages:
 - Word for Windows
 - Microsoft Office
 - Excel
 - Powerpoint
 - In addition, the postholder will need to have the ability to undertake in-house training on other departmental software packages
- Previous relevant work experience in widening participation/outreach/recruitment work (desirable)
- Experience of project design, planning, co-ordination and management (desirable)

Skills, Abilities and Competencies:

- Engaged and enthusiastic team-worker (essential)
- Excellent and highly developed communication skills, able to speak publicly in an informed and engaging manner, capable of interacting with different sized groups of students of various ages and backgrounds from schools and colleges across the country, as well as senior managers, tutors and other advisors (essential)
- Excellent communication skills also required as the post involves liaising and dealing with a wide spectrum of people, including College staff, Officers, Fellows, students and applicants and members of the public (essential)
- Well-developed, proven, organisational skills (essential)
- The ability to self-manage workload and to meet targets and deadlines (essential)
- Ability to analyse data, produce written reports, maintain records and undertake research (essential)

- Awareness and understanding of the issues that affect recruitment, especially of non-traditional entrants, to Cambridge (essential)
- Sensitivity and flexibility in working with a diverse range of client groups; awareness of their needs (essential)
- Be prepared, on occasion, to travel and sometimes to work unsociable hours (essential)
- Excellent interpersonal, listening and negotiating skills (essential)
- Accurate worker with good eye for detail
- High degree of flexibility to respond to highly fluid and open-ended tasks
- The ability to demonstrate initiative and be able to work on own initiative and judgement;
- capacity to deal with complex situations
- The ability to deal appropriately with sensitive and private information and to operate in a highly confidential and professional manner
- Friendly and approachable
- Current valid driving licence (desirable)

Terms and Conditions

Length of post: This is a fixed term post of two years.

Salary: The salary for the post will be between £22,776 -£25,386 per annum (depending on experience).

Hours of work: The hours for the post will be 36.25 per week.

Location: The role is based in Cambridge.

Other benefits (not all contractual) include:

- Free lunch in the College's Buttery Dining Room subject to a monetary limit
- Free car parking close to the College (subject to availability)
- Annual leave of 36 working days (including Bank Holidays) pro rata for staff working less than 5 days per week
- Membership of a contributory pension scheme after a qualifying period
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period.

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice would be one month on either side.

Recruitment Process

Please include in your application:

- A completed application form
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;

- A full CV;
- Names and contact details of two referees who know you in a professional capacity.

We will contact you if you are selected to attend an interview. For those not selected may we take this opportunity to thank you for your interest in this post.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon on 13 June 2018.**

Interviews are expected to be held on the week commencing **2 July 2018.**

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Domestic Bursar's Office, St John's College, Cambridge, CB2 1TP.