



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Schools Liaison Officer**

Requirement

St John's College wishes to appoint a Schools Liaison Officer.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Principal Responsibilities and Duties

Job title: Schools Liaison Officer

Department: Undergraduate Admissions Office in the Director of Education & Senior Tutor's Department

Responsible to: Undergraduate Admissions Manager

Job Purpose: St John's College is committed to offering admission to students of the highest intellectual ability and potential irrespective of their school, family or financial background, their race, religion or disability. The post holder will work closely with schools and colleges in our three link areas (Lambeth, the North West and Telford/Shropshire) and more broadly in the UK to encourage prospective applicants, especially from Access and Participation Plan (APP) target groups. The post holder will organise and coordinate all taster days, open days and school visits at the College, tailoring these events to meet APP objectives. In addition the post holder will maintain the Higher Education Access Tracker (HEAT) data base for the College.

Principal Responsibilities

Raise the profile of St John's College in our Link Area schools and at state/maintained schools and colleges across the UK. Under the direction of the Undergraduate Admissions Manager, the postholder will:

- Support the Tutor for Undergraduate Admissions by enhancing schools liaison, particularly to attract students from groups prioritised in University of Cambridge Access and Participation Plan.
- Plan and organise a programme of visits by the Tutor for Undergraduate Admissions to Link Area schools and colleges and to a broader range of schools and HE events across the UK.
- Plan and organise a programme of visits in conjunction with the Tutor of Undergraduate Admissions.
- Plan and organise a programme of webinars for teachers from Link Area Schools to facilitate contact with Directors of Studies and to promote awareness of different subjects.
- Represent the College at some key HE recruitment events around the UK, as instructed by the Undergraduate Admissions Manager or the Tutor for Undergraduate Admissions.
- Make contacts with the Cambridge Admissions Office and other relevant parties for participation in cross-College summer schools and residential visits at which the Tutor for Undergraduate Admissions delivers Admissions talks and presentations.
- Plan and organise College Open Days and Taster Days to ensure their success.
- Develop and maintain an up to date data base of school contacts, particularly in our link areas. Maintain accurate records of all contacts with schools, including visits and school backgrounds and the application rate of students who attend College Taster Days.
- Plan and organise a biennial Teachers Conference at St John's College to encourage teacher understanding of the admissions process at St John's.
- Collect and collate feedback from participants in School Visits and Teachers Conferences, identifying and collating information to improve effectiveness in future years.
- Work with undergraduates at the College and other members of the student body on student-led Access initiatives, encouraging students from state/maintained schools to give talks at their former schools about studying at Cambridge.
- Recruit, train and brief student ambassadors and other helpers from the student body, including helpers for the interview period in December, and ensure that they are remunerated where necessary.
- Work with Directors of Studies, Tutors, Academic Administrators and the Communications Office to identify subject-based strategies to enhance liaison with our Link Area schools and to maintain contact with schools of offer holders in APP target groups.

- Maintain the Higher Education Access Tracker (HEAT) data-base and related applicant records in the Undergraduate Admissions Office, and ensure that all records are up to date.
- Prepare termly reports on current and future activities and assist with the preparation of reports on widening Access and Participation at the College, including the annual report by the Tutor for Undergraduate Admissions and a range of reports prepared by the Director of Education & Senior Tutor.
- Liaise with the Cambridge Admissions Office and School Liaison Officers in other Cambridge and Oxford Colleges to identify best practice and opportunities for collaborative working.
- Fully co-operate with the Undergraduate Admissions Team and work with the team to ensure full support in all undergraduate admissions-related activities during particularly busy times such as the interview period.

The tasks identified above include the principal accountabilities of the role but are not exhaustive. Other relevant duties may be specified from time to time by the Undergraduate Admissions Manager, the Tutor for Undergraduate Admissions or the Director of Education & Senior Tutor.

Resources Managed:

The post-holder 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.

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- Educated to degree level or equivalent.
- Knowledge of and commitment to widening access and participation in Higher Education.
- Have a good understanding of Higher Education and Secondary Education in the UK.
- Excellent IT skills and willingness to undertake in-house training on College software packages.
- Previous relevant work experience in widening participation, outreach, and recruitment.
- Experience of project design, planning, co-ordination and management.

Skills, Abilities and Competencies:

- Engaged and enthusiastic team-worker
- 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.
- Well-developed, proven, organisational skills.
- Ability to self-manage workload and to meet targets and deadlines.

- Ability to analyse data, produce written reports, maintain records and undertake research.
- Awareness and understanding of the issues that affect recruitment, especially of non-traditional entrants, to Cambridge.
- Sensitivity and flexibility in working with diverse client groups; awareness of their needs.
- Being prepared, on occasion, to travel and sometimes to work unsociable hours.
- Excellent interpersonal, listening and negotiating skills.
- Accurate worker with good eye for detail.
- High degree of flexibility to respond to highly fluid and open-ended tasks.
- Ability to demonstrate initiative and deal with complex situations.
- 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:	Permanent
Salary:	The salary for the post will be between £23,231.63 - £25,894.72 p.a. (depending on experience)
Hours of work:	36.25 per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- 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]
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

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 is one month on either side.

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children and therefore the recruitment process for this post follows the specific safe recruitment process which is set out in Annex A and which applicants must read and comply with.

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 c.v.

Applications should be sent:

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

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

to arrive no later than **9am on Wednesday 7 August 2019**. Interviews are expected to take place during the week commencing **12 August 2019 or 19 August 2019**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.

Annex A

Applications under Safe Recruitment Process Explanatory Note

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children which requires certain roles within the College to be recruited to in accordance with a specific safe recruitment process. The post you have applied for falls into this category.

Application Form

Applications will only be accepted from candidates completing the Safeguarding Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The post you have applied for will involve some degree of responsibility for safeguarding the welfare of vulnerable adults, young adults and children. The extent of that responsibility will vary according to the nature of the position held. Please see the job description for the post.

Accordingly the post you are applying for is exempt from the *Rehabilitation of Offenders Act 1974* and therefore all *convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared.*

The successful applicant will be required to complete an Enhanced Disclosure & Barring Service check.

We will seek references on the successful candidate, including references from previous employers, for information to verify particular experience or qualifications prior to confirmation into the appointment.

If you are currently working with vulnerable adults, young adults or children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to vulnerable adults, young adults or children (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with vulnerable adults, young adults or children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with vulnerable adults, young adults or children, your current employer will still be asked about your suitability to work with vulnerable adults, young adults and children, although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with vulnerable adults, young adults or children.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with vulnerable adults, young adults and children.

All candidates invited to interview must bring original documents proving their eligibility to work in the UK. A list of documents that provide this evidence will be provided with the invitation to interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references
- verification of eligibility to work in the UK
- verification of identity (ie a full birth certificate)
- verification of qualifications and career history confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body
- verification of professional status (where appropriate)
- a utility bill or financial statement showing the candidate's current name and address (less than three months old)
- where appropriate any documentation evidencing a change of name
- a current driving licence (including both photocard and paper counterpart where one is issued) - if relevant to the role applied for
- a check of the Children's Barred List held by the Independent Safeguarding Authority
- a satisfactory Enhanced DBS check
- where the successful candidate has worked or been resident overseas, such checks and confirmations as the College may require in accordance with statutory guidance

Please note that originals of any documentation referred to above are necessary. Photocopies or certified copies are not sufficient.

WARNING

Where a candidate is:

- found to be on the Children's Barred List, or the DBS check shows s/he has been disqualified from working with vulnerable adults, young adults or children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the Disclosure and Barring Service.