Schools Liaison Officer and Admissions Assistant (Fixed term: 9 months)
Salary £23,334-£24,029 (dependant on experience) per annum plus pension and benefits.

Trinity Hall is looking to recruit a full-time Schools’ Liaison Officer and Admissions Assistant to join our friendly and supportive College. This is a fantastic opportunity to be involved in raising aspirations of UK school students, particularly those from disadvantaged or underrepresented backgrounds, and to encourage them to achieve their full potential in access to higher education.

Working closely with the Admissions Officer, you will be interested in the development of contacts and activities including visits to schools in the South West. You will also be closely involved in recruitment and widening participation activities of the College and provide administrative support to the Admissions Officer throughout the year and particularly during the peak admissions period of October-December.

Applicants should be educated to first degree level. Two years’ experience in a related field is desirable. Applicants require the ability to make formal presentations, forge relationships with a wide variety of people, and have excellent IT and time management skills.

The closing date for this vacancy is 12noon Wednesday 13 March 2019. Interviews will be held on Friday 22 March 2019.

Further details and an application form are available at www.trinhall.cam.ac.uk/vacancies or tel. 01223 764660.

Applications should be sent to: jobs@trinhall.cam.ac.uk, or Junior Bursar’s PA, Trinity Hall, Trinity Lane, Cambridge, CB2 1TJ.
JOB DESCRIPTION

Job Title: Schools Liaison Officer and Admissions Assistant

Location: Admissions, Trinity Hall but travel elsewhere will be required.

Reports to: The Admissions Officer, the Admissions Tutors

Hours of work: Full-time 35 hours per week, normally worked Monday – Friday 9am – 5pm. Flexibility during school visits and some College-based events will be necessary.

Purpose of Role: To coordinate events and projects that give advice on university applications, particularly applications to Cambridge, to school teachers and their students, especially amongst groups and in geographical areas that are currently under-represented in Cambridge.

To monitor and report on the College’s outreach activity and conduct statistical research into applications to Trinity Hall.

To give administrative support to the Admissions Officer.

Main duties & Responsibilities

The duties are necessarily varied and include a range of responsibilities, some of which are shared but others of which will require independent and unsupervised work. You will be expected to work closely with the Admissions Officer and the Admissions Tutors and also, on occasion, to work with other academic and administrative staff and students both in the College and in the wider University as appropriate.

a) Giving Advice on University Applications

- Becoming familiar with the course content and admissions requirements of all Cambridge undergraduate degrees, and with the Cambridge admissions process.
- Replying to email and telephone enquiries from potential applicants and their teachers.
- Organising, attending and managing College-based admissions events, including Open Days, residential events and school/individual visits to the College. This will involve close liaison with the College’s conference department, porters, fellows and students.
- Developing and maintaining the College’s use of social media, website and other forms of communication for admissions, including annual mailings to schools and teachers.
- Liaising particularly with schools in the areas of the country for which the College has responsibility, both through the Cambridge Area Links Scheme (these are Bath and North East Somerset, Bristol, North Somerset, Somerset and South Gloucestershire) and through the Connect to Cambridge scheme; and coordinating activities within the HE+ scheme.
- Undertaking regular trips to the College’s Link Areas and other areas as appropriate, to establish new contacts and build existing relationships with schools and colleges and to advise potential applicants and their teachers. Some trips will necessitate overnight stays.
- Creating and maintaining risk assessments for outreach events and activities.
- Attending Higher Education fairs and conferences in the UK to represent the College.
- Working with teachers, tutors and HE advisers as well as with prospective students and their parents.
- Recruiting and training undergraduate and graduate helpers who wish to be involved in access and outreach events.
• Recruiting and liaising with academic staff (Fellows and Directors of Studies) who may participate in outreach events.
• Maintaining regular contact and cooperation with the outreach and recruitment teams in the Cambridge Admissions Office (CAO).
• Attending meetings of the University’s Schools and Colleges Liaison Group and the Admissions Administrators Group.
• Participating in the ongoing development of the College’s strategy for outreach work, in consultation with the Admissions Tutors and Admissions Officer.

b) Reporting and Research

• Maintaining a current database of school contacts, in particular collecting named teacher contacts in schools within the College’s Link Areas.
• Recording all outreach activities undertaken by the College, including details of schools reached and expenditure, particularly for University reporting purposes.
• Providing an annual report on outreach activities for the College’s Education Policy Committee.
• Devising and implementing methods of monitoring the effectiveness of outreach activities.
• Conducting statistical research into applications to Trinity Hall, as guided by the Admissions Officer and Admissions Tutors.

c) Assisting with Admissions

• Providing administrative assistance to the Admissions Officer throughout the year.
• During October-December, there will be a particular focus on assisting with admissions processes such as processing applications, preparing for interviews, and recruiting and managing a team of undergraduate helpers during the interview period.
• Assisting the Admissions Officer with the collation of data in response to Freedom of Information requests regarding admissions.
• Occasional cover for admissions, e.g. when the Admissions Officer is on leave.
• Undertaking other responsibilities and duties consistent with the role as may be requested by the Admissions Officer and/or Admissions Tutors from time to time.

The Admissions Office works closely with the College’s Tutorial Office. As a member of the Admissions and Tutorial Office team, you will be expected to share additional responsibilities as set out below:

Tutorial Team’s shared responsibilities

• Provide cover for team members during periods of absence and unforeseen emergencies
• Share responsibility for general office systems, policies, procedures and resources: archiving, filing, machinery, keeping website information current, etc.
• Maintenance and safekeeping of files, past and present, to conform with the General Data Protection Regulation 2018
• Undertake further training and attend specific workshops/courses when required
• Attend ad hoc meetings when required
• Any other reasonable duties required by the Senior Tutor and Senior Tutor’s PA
Trinity Hall reserves the right to change the duties detailed in this job description at any time. Changes will be introduced following discussion with the post holder.

**Person Specification:**

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<th>Knowledge/Experience/Training</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>• Education to first degree level</td>
<td>• A minimum of two years’ previous employment in a related field</td>
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<td></td>
<td>• Excellent working knowledge of Microsoft Word, Excel,</td>
<td>(e.g. within the higher education or secondary education sector)</td>
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<td>PowerPoint and Outlook, the internet and popular social</td>
<td>• Awareness and understanding of</td>
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<td>media platforms</td>
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<td>• A good understanding of secondary education provision in</td>
<td>education</td>
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<td>the UK</td>
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<td>• A current DBS check with the College</td>
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<td>Skills &amp; Abilities</td>
<td>• Excellent listening, communication (verbal and written),</td>
<td>• Experience in creating and</td>
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<td>interpersonal and presentation skills</td>
<td>developing databases</td>
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<td>• Ability to relate confidently to a wide range of people</td>
<td>• Experience in handling statistical data</td>
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<td>• Excellent organisational and administrative skills</td>
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<td>• Ability to follow instructions accurately and to show</td>
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<td>initiative where appropriate</td>
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<td>• Ability to organise workload and to work to deadlines</td>
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<td>• Ability to work as part of a team</td>
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<td>• Willingness to work outside of normal office hours when</td>
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<td>required, including occasional weekend work</td>
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<td>• A valid driving licence, access to a car and the willingness</td>
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<td>to travel in the course of school visits</td>
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Last updated February 2019

- To undertake further training when required.