Schools Liaison Officer and Admissions Assistant (2 years Fixed Term, 35 hours per week)
Salary £25,217 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 the on-going development of the College’s Widening Participation Strategy, and to provide support for administrative processes relating to both undergraduate and postgraduate admissions.

The successful candidate will require the ability to forge relationships with a wide variety of people, and have excellent communication, time management, and IT skills. A valid driving licence, with access to a car is essential and a DBS check will be required if appointed to this position.

The closing date for this vacancy is 5pm Sunday 21st March 2021. Interviews will be held on Thursday 1st April 2021.

Further particulars about this position can be found [here](#).

An application form is available at [https://www.trinhall.cam.ac.uk/about/vacancies/staff-vacancies/](https://www.trinhall.cam.ac.uk/about/vacancies/staff-vacancies/) Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to HR Assistant & Junior Bursar’s PA, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ. NB. CVs will only be accepted if accompanied by a Trinity Hall application form.
JOB DESCRIPTION

Job Title: Schools Liaison Officer and Admissions Assistant (SLO)

Department: Admissions

Reports to: The Admissions Officer, the Director of Admissions

Purpose of Role: To organise events, both online and in person, that enable potential applicants and teachers to learn more about the process of applying to university, with a particular emphasis on advising and encouraging potential applicants from socio-economic groups currently under-represented at Cambridge.

To organise, participate, and report on Widening Participation and outreach activities, and to assist with administrative aspects of both the undergraduate and postgraduate admissions processes at Trinity Hall.

Detailed Duties:
The SLO is a member of the College Tutorial Office which provides a seamless administrative process from recruitment and admissions of undergraduates to completion of graduate degrees. The SLO’s 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. Directly responsible to the College’s Admissions Officer, the SLO works closely with the Admissions Officer and the Director of Admissions, and also, on occasion, other academic and administrative staff, as well as current undergraduates and postgraduates, both in Trinity Hall and in the wider University. Since the Tutorial Office staff provide administrative cover for each other during busy periods and absences, the SLO may be required to cover for other staff members from time to time. The main duties of the SLO include:

a) Giving Advice on Applications
   - Becoming familiar with the course content and admissions requirements of all Cambridge undergraduate degrees, and with all aspects of the Cambridge undergraduate admissions process; and, in addition, having some familiarity with the postgraduate admissions process.
   - Having oversight of the budget for all access events organised (e.g., open days, residentials, and school visits).
   - Taking an active role in the ongoing development of the College’s Widening Participation strategy for both in-person and online events, in consultation with the Director of Admissions, the Admissions Officer, the Trinity Hall JCR undergraduate Access Officers, the postgraduate Academic Officers, the College’s Access and Admissions Steering Group, and the Educational Policy Committee.
   - Organising and participating in all College-based admissions and access events, including open days, residentials, school visits, talks, workshops, subject-specific ‘taster’ sessions, and so on. This will involve close liaison with the College’s conference department, the porters, academic Fellows, and current undergraduates and postgraduates. Different events will be aimed at different year groups (e.g., pre-16, post-16) and different social
groups (e.g., BAME events), and some of them will involve collaborating with SLOs at other colleges both in Cambridge and in Oxford.

- Liaising with schools in the areas of the country for which the College has particular responsibility, both through the Cambridge Area Links Scheme (i.e., Bath and North East Somerset, Bristol, North Somerset, Somerset and South Gloucestershire) and through the Connect to Cambridge scheme. It also involves coordinating activities within the HE+ scheme and replying to admissions-related enquiries from potential applicants and teachers.
- 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.
- Representing the College and/or the University at Higher Education fairs and conferences in the UK.
- Creating and maintaining risk assessments for all events and activities organised.
- Being an *ex-officio* member of, and minute-taker for, the College’s Access and Admissions Steering Group which meets termly to discuss all aspects of College-related admissions policy.
- Developing and maintaining the College’s admissions-related social media platforms, the relevant sections of the College’s website, and other forms of communication for admissions, including regular interactions with schools and teachers. This work will involve frequent liaison with the College’s Communications team and the Director of Admissions to create materials (e.g., photos, short videos) designed to appeal to and benefit potential applicants, as well as making these materials available on the College’s various admissions-related social media platforms and webpages.
- Recruiting and training undergraduate and postgraduate helpers who wish to be involved in admissions-related events.
- Recruiting and liaising with academic staff (e.g., Fellows and Directors of Studies) to secure their involvement in admissions-related events.
- Maintaining regular contact and cooperation with the access 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.

b) Reporting and Research

- Writing an annual report for donors and benefactors whose financial support has helped to fund various access events organised.
- Maintaining an accurate, up-to-date database of school contacts.
- Recording all access-related activities undertaken by the College (including details of the schools with which the College has interacted and the resulting expenditure) for University reporting purposes.
- Providing an annual report on all activities for the College’s Education Policy Committee.
- Devising and implementing methods of monitoring the effectiveness of the activities organised (e.g., different objective metrics, forms of subjective feedback).
- Conducting statistical research into applications received by the College, as guided by the Director of Admissions and the Admissions Officer.

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 undergraduate admissions activities such as processing applications, facilitating deselection decisions, 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 of other admissions-related tasks (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 the Director of Admissions 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, the post holder will be expected to share additional responsibilities as set out below:

**The Tutorial Team’s Shared Responsibilities**

• Providing cover for team members during periods of absence and unforeseen emergencies, where the other team members include the Senior Tutor’s Personal Assistant and Tutorial Office Manager, the Tutorial Registrar, the Tutorial Administrator, the Postgraduate Administrator, and the Admissions Officer.
• Sharing responsibility for general office systems, policies, procedures, and resources: archiving, filing, updating websites, etc.
• Maintaining files, past and present, to ensure they conform with the General Data Protection Regulation 2018.
• Undertaking further training and attending specific workshops/courses when required.
• Attending ad hoc meetings when required.
• Undertaking any other reasonable duties required by the Senior Tutor and the Senior Tutor’s PA.
• Participating in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, Unconscious Bias Training, and other training as advised by the Health and Safety Officer and the Senior Tutor’s PA & Office Manager.

Trinity Hall reserves the right to change the duties detailed in this job description at any time, yet any changes will only be introduced after discussion with the post holder.
### PERSON SPECIFICATION

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<th>Knowledge &amp; Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• Education to first degree level</td>
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<td>• A working knowledge of video editing software (e.g., VideoPad, iMovie, Final Cut)</td>
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<tr>
<td>• Excellent working knowledge of</td>
<td>Microsoft Word, Excel, PowerPoint and Outlook, the internet and</td>
<td>• Awareness and understanding of widening participation in higher education</td>
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<tr>
<td>• Excellent working knowledge of Microsoft Word, Excel, PowerPoint and Outlook, the internet and popular social media platforms including Twitter, Instagram, and TikTok</td>
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<td>• A good understanding of secondary education provision in the UK</td>
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<th>Skills &amp; Abilities</th>
<th>• Excellent listening, communication (verbal and written), interpersonal and presentation skills</th>
<th>• Experience in creating and developing databases</th>
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<td>• Ability to relate confidently to a wide range of people</td>
<td>• Ability to show initiative and implement plans efficiently</td>
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<td>• Excellent organisational and administrative skills</td>
<td>• Ability to organise workload and to work to deadlines</td>
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<td>• Ability to follow instructions accurately</td>
<td>• Ability to work as part of a team</td>
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<td>• Ability to show initiative and implement plans efficiently</td>
<td>• Willingness to work outside of normal office hours when required, including occasional weekend work</td>
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<td>• Ability to organise workload and to work to deadlines</td>
<td>• A valid driving licence, access to a car and the willingness to travel in the course of school visits</td>
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Last updated February 2021