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**Support and Professional Services**

**Marketing and Communications**

**Undergraduate Recruitment Co-ordinator**

**ZZ003656**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed-term contract for 12 months (or the earlier return of the substantive post holder) to cover a period of maternity leave**

Salary is in the range £34,520 - £37,706 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Undergraduate Recruitment Co-ordinator |
| **Grade:** | 7 |
| **Department/Service:**  **Location:** | Marketing & Communications  Mercantile House |
| **Position Reference No:** | ZZ003656 |
| **Cost Centre:** | 47467 |
| **Responsible to:** | Post 16 Manger - Recruitment and Outreach |
| **Responsible for:** | n/a |
| **Effective date of job description:** | January 2018 |

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| **Context of Job:** |
| The Marketing and Communications Department offers a complete in-house service to promote the University to its various stakeholders. The Department’s activities cover a wide range of marketing communications disciplines, dealing with brand management, internal and external communications, marketing strategy and campaigns, digital marketing and web strategy, press and public relations, recruitment, outreach and market research.  The role of the Recruitment and Outreach Team is to lead, develop and implement the University’s recruitment strategies and outreach initiatives. To lead Faculty engagement in order to facilitate and manage the development of recruitment strategies and delivery of recruitment targets. To engage, lead and ensure delivery of ACCESS Agreement targets, delivering maximum impact, supporting the University Strategy and business objectives.  The Recruitment and Outreach staff implement a cross-University approach to all recruitment and outreach work including the provision of guidance, advice and support to faculties. They are the link between schools/colleges and the University and are responsible for significant areas of work and projects linked to the University’s recruitment strategy and targeted widening participation initiative for schools and colleges. |

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| **Purpose of Job:** |
| 1. To contribute to the University strategic target of increasing our undergraduate (UG) student numbers by 2020. 2. To contribute to the delivery of the University’s current UG recruitment plans. 3. To work proactively with post-16 schools and colleges to enable young people to make informed decisions about progression routes. To improve the level and quality of applications to the University of Portsmouth, and to increase applications from   under-represented groups.   1. To identify opportunities and innovative solutions that will assist the University to reach its targets in relation to UK undergraduate recruitment. |
| **Key Responsibilities:** |
| **1.0 Recruitment**   1. To work collaboratively with teams within Marketing and Communications in the delivery of the current UK UG recruitment delivery plans. 2. To develop and deliver a targeted regional recruitment strategy. 3. To build and maintain relationships with post-16 schools and colleges in the UK and with island students, in order to increase the profile of the University and improve application rates from appropriate students. 4. To develop and deliver a range of recruitment and outreach opportunities to target institutions in line with the current menu of activities designed to help potential students make informed choices. 5. To provide regular reports to managers on progress towards targets and horizon scanning of new UK UG recruitment opportunities within the region. 6. To promote all University of Portsmouth courses to schools and colleges, and play an active part in the development of recruitment and outreach for new courses. 7. Develop strategies and initiatives to target private and fee-paying schools and colleges to increase awareness of the University’s offer to high performing students both within and outside the region. 8. To be responsible for clearing activity as part of the marketing and recruitment strategies associated with UK Student recruitment. 9. Be responsible for social media activity as part of the marketing and recruitment strategies associated with UK Student recruitment. 10. To proactively support the Recruitment and Outreach team in its lead generation work. 11. Evaluate the impact of interventions, provide regular reports and maintain electronic records to inform future practice. 12. To represent the University of Portsmouth at a designated number of HE career fairs and UCAS fairs throughout the country per year to support the achievement of recruitment targets 13. Offer advice and guidance relating to the development of school and college links to staff across the University. 14. In consultation with the Corporate Communications and Digital teams, develop and update promotional materials to support the work being undertaken within the region. 15. Support the wider Recruitment and Outreach team working with other age groups and target audiences as required.   **2.0 Event organisation**  2.1 Lead on the organisation and delivery of events for students and teachers at the University and off campus e.g., Taster days, Visit Portsmouth days, Information Day for teachers and advisers, faculty conferences, college events etc.  **3.0 Other**  3.1 Develop constructive professional relationships with colleagues within the  Department and across the University  3.2 Network with other professionals working in and with schools and colleges.  3.2 Keep abreast of new developments, best practice and the professional and  regulatory frameworks relating to Student Recruitment, Admissions and Outreach.   * 1. Represent the University at external committees and working parties locally and nationally when required.   2. Undertake such other duties as may be required reasonably by the Head of Recruitment and Outreach or the Director of Marketing and Communications.   3. Undertake extensive and regular travel throughout the UK, including overnight stay(s) as required, to work at schools, colleges and recruitment events. Travel efficiently to multiple locations per day and transport promotional materials and stands to events during these visits   4. Work evenings and weekends as required.   **NOTE:**  This role requires flexibility, initiative and resilience as there will be a large amount of travel and evening and weekend work. There will be travel away from home involving overnight stay(s). An Enhanced Disclosure and Barring Service (DBS) check is essential. |

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| **Working Relationships:** |
| Post 16 Manger- Recruitment and Outreach  Head of Recruitment and Outreach  Pre 16 Manager: Recruitment and Outreach  Recruitment and Outreach Team  Marketing & Communications staff  Faculty ADS’s & Faculty recruitment staff  Networks within and outside of the University |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Extensive experience of working in the student recruitment field | E | AF, S |
|  | Knowledge of the issues and trends facing the Higher Education sector in the UK in relation to student recruitment | E | AF,S, P |
|  | Experience of managing large scale, high-profile recruitment events within a complex Higher Education institution | E | AF, S |
|  | Experience in working with a range of stakeholders at all levels of an institution | E | AF,S |
|  | Previous experience working with and motivating children or young adults | E | AF, S |
|  | Knowledge of the UK schools and colleges system, Widening Participation and Higher Education | E | AF, S |
|  | Knowledge and experience of lead generation | E | AF, S |
|  | Experience of monitoring and evaluating educational programmes or similar | D | AF, S |
|  | Previous experience of developing and producing high quality resources | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent interpersonal skills, including the ability to inspire trust and confidence | E | AF,S,P |
|  | Excellent communication skills, both written and verbal | E | AF, S, P |
|  | Excellent organisational and administrative skills | E | AF, S, P |
|  | Ability to rapidly acquire and assimilate knowledge about the university’s courses, admissions and recruitment systems | E | AF,S |
|  | Ability to seek, collate, and analyse activity data for future recommendations | E | AF, S |
|  | Excellent presentation skills to large groups | E | AF, S, P |
|  | Must be results-oriented and able to consistently review progress and report on objectives | E | AF, S |
|  | Proficient in the use of Microsoft Office and Google applications | D | AF, S, P |
|  | Experience of using social media to communicate key messages to a variety of stakeholders | D | AF, S, P |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Degree in any discipline or equivalent higher education qualification | E | AF, S |
|  | Enhanced DBS disclosure | E | S |
|  | Relevant professional qualification related to marketing or working with young people | D | AF |
|  | Full clean driving licence | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Must be willing and able to fulfill the travel requirements of the role, which includes regular and extensive travel throughout the UK and overnight stay(s). | E | AF, S |
|  | Must be resilient, flexible and adaptable in the approach to work. | E | AF, S |
|  | Must be willing and able to work evenings and weekends as required. | E | AF, S |
|  | Must be enthusiastic, outgoing and committed to the principles of HE, FE and WP | E | AF, S |
|  | Must be able to work in a team and independently | E | AF, S |
|  | Must possess appropriate personal style and presence to act as a role model for target audience | E | S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) | **X** | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment x | xxxx | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc.) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Trish Nicolaides |
| **Date** | 16/10/17 |
| **Extension number** | 2710 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.