

**It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job Description for the post of:**

**Student Recruitment Assistant  
EHA2030-0621**

**Reporting to:** Education Liaison Manager

**Accountable to:** Head of Student Recruitment

**The Post**

The postholder's main role will be to attend student recruitment events across the UK to promote the University and attract high quality students to undergraduate courses. The postholder will attend HE and Careers Fairs and deliver talks and workshops work in a range of schools and colleges regionally and across the UK in order to increase applications from these institutions. The postholder will be a self-starter, able to work with limited supervision, and regular travel across the UK will be a significant part of the role.

The post would be suitable for a recent graduate. Evening and Weekend work will be required.

**Duties and Responsibilities**

1. Delivery of school/college liaison activity across the UK;
  - a. Delivering relevant and accessible presentations for a range of audiences, and designing and facilitating workshops on a variety of topics related to HE decision making
  - b. Attending recruitment events offering tailored information, advice and guidance to generate appropriate enquiries to the University, persuading potential students and parents/carers to find out more; collecting contact details to enable long term relationships/loyalty to be developed
  - c. Represent the University at a number of large recruitment exhibitions (such as UCAS fairs and UK Uni Search fairs) across the UK
2. Day-to-day administration within the Team including dealing with requests and bookings for representatives to attend events, requests for speakers to deliver presentations and workshops and organising events and visits for schools and colleges.

3. Play a key role in the delivery of large university-wide recruitment events such as Open Days.
4. Support the promotion and delivery of team events such as the annual Teachers and Careers Advisers Conference and the Summer Residentials.
5. Support with activity across the wider Student Recruitment team as required, including attending postgraduate recruitment fairs, delivering outreach activity for the Widening Access team and support with course enquiries.
6. Contribute to the collation of market intelligence and undertake regular benchmarking and evaluation activities.
6. Work effectively within the Education Liaison and Events Team towards the targets set annually in the Education Liaison and Events operational plans.
7. Provide administrative and events support to the Student Recruitment Operations Manager.

**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

**Salary:** Grade 3, Points 11-14  
£19,612 - £21,236 per annum

**Hours:** 36.25 hours per week

**Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.**

**It is important to note that the successful applicant will be required to undertake an enhanced disclosure for you from the Disclosure and Barring Service and that this will form part of the conditions of offer of employment.**

## PERSON SPECIFICATION

### Student Recruitment Assistant EHA2030-0621

#### CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
<b>Qualifications</b>				
1	Degree or equivalent professional qualification	*		A
<b>Experience and Knowledge</b>				
2	Recent experience of studying in Higher Education	*		A
3	Experience of working with pre and post 16 students in an educational setting		*	I
4	Experience of creating bespoke and engaging activities for young people	*		S/I
5	An understanding of the issues and barriers relating to the progression of learners to Higher Education		*	I/P
6	Knowledge and understanding of the HE Application Process		*	S/P
<b>Abilities/Skills</b>				
7	Excellent presentation skills and a creative approach to developing and delivering engaging presentations	*		S/P
8	Excellent communication and interpersonal skills and the ability to relate to varied audiences	*		S/I
9	A focused and organised approach to work and excellent prioritisation skills	*		S/I
10	An ability to work collaboratively as part of a team to meet shared objectives and enthuse colleagues	*		S/I
11	Excellent administrative and IT skills including use of Word, Excel, Outlook, PowerPoint and other packages to support efficient communication, recording of information and an innovative approach to presentation and delivery of information	*		P
12	An excellent standard of written and spoken English	*		A/I/P
13	A positive, flexible and resilient approach to work and working hours and willingness to travel extensively across the UK, spend periods away from home, and to work unsociable hours, including evenings and weekends	*		I

14	Ability to travel	*		S
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**\*Method of Assessment**

**(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)**

Please note that applications will be assessed against the Person Specification using this criteria.