Christ’s College Cambridge

JOB DESCRIPTION

Job title: Admissions and Outreach Officer

Responsible to: Director of Admissions

Place of work: Christ’s College, Cambridge and associated properties

Salary range: Point 35 - 39 on the University’s single salary spine

Hours: Permanent, full time, 36.25 hours per week. Some out of hours will be necessary from time to time.

Holidays: 36 days annual leave (inclusive of public holidays)

Pension scheme: The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

Job summary
To assist the Director of Admissions and the Senior Admissions and Outreach Officer in administering undergraduate admissions; to consolidate and develop the College’s existing outreach and recruitment activities and to support the Director of Admissions in designing new initiatives; to build relationships with schools and colleges.

Key responsibilities
Admissions

During the Admissions Round:

- Work with the Director of Admissions, Senior Admissions and Outreach Officer and Admissions Officer, as required, in:
  1. Processing and filing undergraduate applications and associated correspondence;
  2. Collecting, organizing and preparing paperwork for use in selection at Christ’s and at the intercollegiate Pool, including assessment scripts and interview reports;
  3. Co-ordinating Student Helpers and facilitating the smooth running of the interview process on a day-to-day basis;
  4. Providing feedback to schools regarding individual applicants and the Admissions process more generally.

On-going:

- Work with the Director of Admissions, Senior Admissions and Outreach Officer and Admissions Officer in ensuring continuity and efficiency in the activities of the Admissions Office.
- Respond to general Admissions enquiries as appropriate.
- Liaise with the Cambridge Admissions Office, Departments and other Admissions Officers, as required.
Maintain an up-to-date knowledge of Admissions-related developments within the University and across the HE sector, including qualification reform, changes to student finance and relevant legislation.

Outreach and Recruitment

- Develop and maintain outreach projects and enrichment activities aimed at improving progression to Cambridge and to Higher Education more generally, including but not limited to the following:
  1. HE + Consortiums;
  2. Summer Schools and Residential Events;
  3. Taster Days and Master Classes.
- Take a lead role in developing and maintaining the College’s relationships with schools in its Link Areas of Lincolnshire, Worcestershire, Herefordshire, Harrow, and elsewhere.
- Take a lead role in developing and maintaining the College’s relationships with relevant educational charities, networks and not-for-profits, including Into University and Project Access.
- Arrange and host visits to the College by school groups, educational charities and individual prospective applicants.
- Assist with College and University Open Days
- Prepare and update resources for use in outreach and recruitment work, including but not limited to PowerPoint presentations and workshop materials.
- Undertake and co-ordinate school visits within the UK, and occasionally outside it, alone and in tandem with Christ’s College students and/or Fellows.
- Work with the Director of Admissions and the Senior Outreach and Admissions Officer in maintaining the College Admissions web pages.
- Work with the Director of Admissions and the Senior Outreach and Admissions Officer in updating the College Prospectus and related hard copy literature.
- Work with the Director of Admissions and the Senior Outreach and Admissions Officer in consolidating and extending the College’s outreach activities on social media.
- Develop and maintain an up-to-date database of school contacts.
- Develop and maintain accurate records of the College’s outreach and recruitment activities, producing reports, statistics and other information as required.
- Liaise with the College JCR and CUSU regarding their development of student-based access initiatives.
- Provide training for Student Ambassadors and for Fellows and Students involved in the delivery of outreach activities, as appropriate
- Liaise with the Cambridge Admissions Office and Schools Liaison Officers in other Cambridge and Oxford Colleges to ensure best practice and identify opportunities for collaborative working.
- Respond to general Outreach and Access enquiries as appropriate.

An enhanced check from the Disclosure and Barring Service (DBS), including checks against barred lists will be required, as much of the work in this post will involve contact with young people under the age of 18 and some work may constitute “regulated activity”.

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General responsibilities

- To take part in the College’s appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To comply fully with all the College’s policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.
## PERSON SPECIFICATION

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<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Educated to Degree level or equivalent</td>
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<th>Experience</th>
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<td>• Experience of being involved in some capacity in educational outreach work</td>
<td>• Experience of working in an educational establishment and campus environment • Experience of the Admissions process</td>
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<th>Skills/Knowledge Training</th>
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<td>• Excellent administrative, planning and organisational skills • Keen attention to detail • Ability to prioritise and multi-task effectively • Ability to adapt quickly in a changing environment • Excellent communication and interpersonal skills • Good IT skills, including Word, Excel and Powerpoint • Ability to organise the work of others (mainly student helpers) • Ability to work on own initiative • Ability to exercise discretion • Clean UK drivers licence and the ability to travel throughout the UK to attend outreach events which may include occasional overnight stays</td>
<td>• Training or knowledge as an outreach ambassador or access volunteer • Knowledge of databases, mail merge and web pages • Good analytical skills • Willingness to learn new IT packages • Ability to deliver high level presentations to varied audiences</td>
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<th>Personal attributes</th>
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<td>• Cheerful disposition • Flexible approach • Professional and courteous • Good sense of humour • Ability to exercise patience</td>
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