



**TRINITY COLLEGE
CAMBRIDGE**

**Further Particulars for the role of
Outreach Coordinator**

DECEMBER 2021

JOB DESCRIPTION

Job Title: Outreach Coordinator

Status: Full time, permanent

Department: Tutorial (Admissions)

Background: Trinity College was founded in 1546 by Henry VIII. Located in the centre of Cambridge, it is the largest College in the city. The College is home to about 180 Fellows, to about 730 undergraduate and 350 graduate students, and to around 350 other staff. Its student population is especially diverse, with applicants coming from all over the world. The Admissions Office is headed by the Director of Admissions (Dr Glen Rangwala), who is supported by two Admissions Tutors (Prof. Emma Widdis, Prof. Imre Leader), an Admissions Administrator, and one Schools Liaison Officer (SLO).

Reports to: The Director of Admissions

Purpose of role:

The Outreach Coordinator is responsible for developing the College's programme of engagement with students and teachers at schools and colleges, and with other organisations working in the educational sector, across the UK. The post-holder will report to the Director of Admissions in order to develop, implement and oversee an outreach programme to attract the widest possible field of student applications to Trinity College, particularly from under-represented groups. This will involve working with a variety of organisations around the country, including voluntary sector organisations, schools and teachers' organisations, and designing and implementing events for prospective applicants to be held both on-line and in-person within the College.

The Outreach Coordinator will be responsible for the monitoring and evaluation of existing programmes, including through the use of the Higher Education Access Tracker (HEAT) for which training will be supplied if needed. The Outreach Coordinator will liaise with the College's Communications team in presenting the College as a place where students with high potential can aspire to study, regardless of background or family income. It is the role of the Outreach Coordinator to oversee the responsibilities of the SLO. The Outreach Coordinator is expected to develop outreach strategies that reflect the College's overall policy on outreach, as determined by the Director of Admissions.

Responsibilities:

- To coordinate and develop the College's programme of engagement and wider participation strategy with schools and other educational organisations, particularly those organisations which work with students from groups that are under-represented in the University of Cambridge.
- To design and implement an exciting range of outreach programmes, with the support of the Schools Liaison Officer, to be held both on-line and in-person, that engage the participation of students, particularly those in their final year of GCSEs and studying for A-levels (or equivalent qualification), who demonstrate the potential for higher level academic study.

- To keep current outreach programmes under evaluation, particularly insofar as they encourage successful applicants to the University and to Trinity College specifically.
- To support the general approach of the College in recruiting prospective students, particularly in developing content for and helping at the College's popular Open Days.
- To coordinate the work of the College's Schools Liaison Officer and assist with that work as necessary, in hosting events in College for school students and teachers, and in travelling to schools around the country.
- To liaise with various other individuals and departments in College, particularly the College's teaching staff (who have a responsibility to participate in outreach work) and communications team (who will assist with publicising events and programmes, and in producing material for the College's 'outreach hub').
- To suggest ways of attracting the widest possible field of student applications to Trinity College, particularly from under-represented groups in regular meetings with the Director of Admissions, who has responsibility overall in developing the College's strategy in outreach and recruitment.
- To take responsibility for the health and safety of all outreach activities, including the safety of young persons during overnight stays, completing risk assessments and implementing required controls in collaboration with other members of the College staff.
- Other reasonable duties as may be required from time to time to assist the Admissions and Outreach team, to meet changing needs of the job or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Experience and knowledge

Essential

- Education to degree level; any degree discipline is acceptable.
- Up-to-date IT skills and experience of Microsoft Office applications, especially Excel
- Good organisational and accurate verbal and numerical skills.
- Ability to deliver high level presentations to varied audiences.
- Ability to work in a team.
- Reliability in time-keeping, general record-keeping and following through with projects.

Desirable

- Experience of working in secondary school education, particularly in a teaching or careers advisory capacity.
- Ability to engage with, and analyse, large datasets.
- Ability to formulate and evaluate policy proposals.
- Knowledge of University admissions in general, and of Cambridge admissions in particular.
- Knowledge of UK school and college structures.
- Experience of managing projects from initiation to delivery.
- Experience of budgetary responsibilities.

Skills and personal attributes

- Flexible and enthusiastic approach to work. It is expected that the successful candidate will sometimes participate in events at weekends and in the evenings. Visits to educational organisations outside Cambridge may occasionally involve overnight stays.
- Excellent interpersonal skills, including by email and phone.
- Ability to maintain complete confidentiality of data.
- Ability to reflect critically on data without bias.
- Highly developed communication skills, with the ability to present, negotiate, encourage and interact with a wide communicate with tact, discretion and persuasion.
- Ability to work strategically to develop effective programmes which reflect the commitment and aims of the College in relation to wider participation.
- Excellent organisational skills and able to use own initiative.
- Ability to build good working relationships and share knowledge with team members.
- Excellent problem solving skills to deal with complex issues .
- Ability to think strategically to propose novel, relevant and realistic ways to enhance the programme of engagement with the education sector.
- Ability to cope with a varied and demanding workload, prioritise effectively and to meet strict deadlines.

Pre-employment checks

A satisfactory enhanced Disclosure and Barring Service (DBS) check will be required.

Health and safety

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Employment Details

This is a full-time and permanent appointment commencing as soon as possible

Rate of Pay:	Up to £35,159 depending on prior experience.
Hours:	The full-time hours of work will average 36¼ hours per week over the course of the year. The hours will normally be worked between Monday and Friday, but occasional evening and weekend work will be expected.
Probation:	6 months
Expenses:	The post holder will be reimbursed for authorised travel expenses.
Holiday:	25 working days plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private health care:	The College provides free health care and dental care. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. These is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £2,000
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.

To apply

Please include in your application:

- A completed application form
- A covering letter to include information about why the role appeals to you and anything further that you wish to include (in addition to the application form) to demonstrate your suitability for the role, how you meet the requirements described in the job description or the person specification
- A full CV

Applications should be sent to jobvacancies@trin.cam.ac.uk to arrive no later than 9.00 on Wednesday 5 January 2022.