

JOB DESCRIPTION

Job Title: Schools Liaison Officer x 2

Department: Tutorial (Admissions)

Reports to: Director of Admissions

Background:

Trinity College was founded in 1546 by Henry VIII. It is located in the centre of Cambridge with a site occupying some 36 acres in all and is the largest College in Cambridge. The College is home to about 190 Fellows, to about 730 undergraduate and 350 postgraduate students, and to around 350 other staff. Its student population is especially diverse, with applicants coming from all over the world. The Admissions Office (incorporating Outreach) is headed by the Director of Admissions (Dr Glen Rangwala), the Admissions Tutor for Mathematics & Sciences (Prof. Imre Leader) and the Admissions Tutor for Arts & Humanities (Dr Joe Sampson). They are supported by the Outreach Coordinator (Amber Silk), the Admissions Administrator (Stacey Smith), and two Schools Liaison Officers.

Purpose of role:

The Officers are responsible for developing and maintaining the College's programme of engagement with schools and colleges across the UK and communicating this programme both to the wider public and to members of the college. The post-holders will report to the Director of Admissions and will liaise closely with both the Director of Admissions and Outreach Coordinator in order to develop, implement and oversee an engaging outreach programme to attract the widest possible field of student applications, particularly from under-represented groups, and to provide opportunities for engagement both virtually and in-person. This will involve working with and arranging events for school students of various ages, school teachers and the parents of school-age children, and will include travel to schools and colleges. It may also involve assisting with some administrative and clerical tasks within the Admissions Office, and other widening participation activities as required.

The posts are both fixed term for three years and are available from January 2024.

Key Accountabilities:

- Work cohesively as a team of two Schools Liaison Officers to organise and run outreach programmes that may involve working with academic staff and student ambassadors. Make independent decisions on school visits internally and externally to the College and communicating these decisions to those involved. Regularly report to the Director of Admissions on the feasibility of proposed events, and planned visits in order to create a tailored timetable.
- Organise and host in-person events, either as standalone visits or part of a longer-term intervention for groups of students which may also include teachers and parents. Organising, receiving and making visits from and to schools and colleges. The hosting role involves coordinating and training volunteers such as student ambassadors, and regularly giving informative presentations and workshops for small to large student groups of various ages and backgrounds. Carrying responsibility for the welfare of students including on overnight residentials by being a point of contact for any issues when required and by utilising the support of porters and other staff such as for medical issues.

- Work with the Outreach Coordinator to support the evaluation of existing programmes and recording and analysis of data to assess the success of widening participation events, including through the effective use of the Higher Education Access Tracker (HEAT), for which training will be supplied.
- General administration including the recording of expenses, processing reimbursements, and recording and processing tutor and ambassador payments for those who participate in outreach events.
 - Completing letters, memoranda, schedules, and reports.
 - Administering online questionnaires to gather information.
 - Arranging both regular and ad hoc meetings with multiple collaborators and stakeholders.
 - Maintaining email and other contact lists.
 - Providing support and cover where required in the Admissions office.
- Engage with prospective students, teachers and parents through social media, and to liaise with those groups on a day-to-day basis via email through the Schools Liaison inbox, pointing them towards resources and attempting to facilitate interaction with our programmes. This will include communicating the types of sessions available to schools and prospective students, and creating a tailored timetable.
- Recruit, train, and coordinate student ambassadors to facilitate widening participation activities. This includes developing and maintaining outreach resources for ambassador use and reference and ensuring they are paid appropriately. All in-person and virtual contact with students must be ensured to follow safeguarding guidelines, which includes the organisation of ambassador and staff training.
- Maintain an electronic database of contacts with schools and colleges, and to keep an efficient filing system of documents and resources that is shared with the Outreach Coordinator.
- Liaise closely through emails and meetings with the TCSU Access Officer, and with various other departments in College and the University (especially the Widening Participation Team of the Cambridge Admissions Office).
- Produce reports for admissions meetings and benefactors, as required.
 - External communication and networking
 - Liaising with College Fellows and other academics outside the University, as well as with the Admissions Offices of the University and other Cambridge colleges.
 - Being highly alert to the concerns of would-be or current students, and the parents and teachers of the former; dealing with such concerns with sensitivity, discretion and assurance.
 - Maintaining a strong knowledge and good sense of wider educational and social questions, including research on educational outcomes, social mobility, under-representation and the like, as well as the wider framework of widening participation activity, including relevant third-sector organisations and examples of best practice.

- Representing the College in University meetings, e.g. the Schools Liaison Officers' Group, as well as in engagements with significant stakeholders, including national and local government, officials in business and education, journalists, and other interested parties.

- Participate in the support provided to applicants during the interview season (early December), particularly in running the team of student ambassadors by providing them with training and supervising their involvement in admissions events and activities. Occasional support may be needed in overseeing tests or in setting up online interviews.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	<ul style="list-style-type: none"> • Knowledge of presentation programmes. • Experience of talking to large groups is an advantage. • Knowledge of the UK education system and University admissions in general is desirable. • Awareness of the climate in the widening participation and education sectors in the UK.
Skills	<ul style="list-style-type: none"> • Up-to-date IT skills and experience of Microsoft Office applications, particularly Word, Excel and PowerPoint. • Sound organisational and accurate verbal and numerical skills. • Excellent interpersonal skills, including by email and phone. • A facility for giving oral presentations. • Ability to maintain complete confidentiality of data and to communicate with tact and discretion. • Excellent organisational skills for event planning in order to work independently. • Ability to use own initiative when it comes to problem-solving and anticipating and responding to problems on an as-needed basis. • Ability to build good working relationships and share knowledge with team members such as collaborating on sharing workload.
Qualifications	<ul style="list-style-type: none"> • Education to degree level; any degree discipline is acceptable.
Additional requirements	<ul style="list-style-type: none"> • Flexible and enthusiastic approach to work. It is expected that the successful candidate will sometimes be able to participate in College events at weekends and in the evenings. Visits to schools and colleges outside Cambridge may occasionally involve overnight stays. • A satisfactory enhanced Disclosure and Barring Service check will be required. • 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

Pre-employment checks

Much of this post will involve contact with children (many of them under the age of 16). A satisfactory enhanced Disclosure and Barring Service 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

The School Liaison Officer posts are both fixed term positions for three years commencing January 2024.

Rate of Pay:	£30,741 per annum.
Hours:	The full-time hours of work will average 36¼ hours per week over the course of the year. The hours will normally be between Monday and Friday, but occasional evening and weekend work will be expected. Time off in lieu will be given for additional hours worked.
Holiday:	25 working days plus 8 public holidays.
Probationary Period:	Six months.
Expenses	The postholder will be reimbursed for authorised travel expenses.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
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 health care currently through membership of Aviva. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This 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.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Cycle to Work Scheme:	There is 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 £6,000.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of college punts at a subsidised rate.