Further Particulars for the role of Outreach Coordinator

May 2020
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 700 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. Imre Leader, Dr Louise Merrett), an Admissions Administrator, and one Schools Liaison Officer (SLO).

Reports to: The Director of Admissions

Purpose of role:

The Outreach Coordinator is a new post in College. The Coordinator will be responsible for developing the College’s programme of engagement and wider participation with schools, colleges and other organisations working in the educational sector across the UK, and communicating this programme both to the wider public and to members of the College. 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.

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. It will also involve organising and running widening participation activities within the College, as required, along with the Schools Liaison Officer. It is the role of the Outreach Coordinator to oversee the responsibilities of the SLO.

Responsibilities:

• To lead, 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 initiate, develop and build effective long term relationships with strategic partners including leading figures within educational organisations to engage them in projects and schemes to widen participation and access, working to College priorities and relevant opportunities which will mutually benefit the College and the wider educational sector.
• To keep current outreach programmes under evaluation, particularly insofar as they encourage successful applicants to the University and to Trinity College specifically, and to formulate proposals for new programmes.
• 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 in the University, particularly the Widening Participation team of the Cambridge Admissions Office.

• To produce, manage and update the information on outreach in College publications and the College website.

• To have input into the wider communications strategy of the College on admissions with senior members of the admissions, producing informative reports on which decisions can be made regarding the strategy.

• To monitor and evaluate the success of the outreach activity and other programmes undertaken by the College recommending developments to the outreach work.

• To represent the College at suitable Higher Education events both as participant and occasionally making presentations.

• 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.

• Other reasonable duties as may be required from time to time to assist the Admissions & Outreach team, particularly in the Widening Participation role, 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.

**Highly desirable**

- Experience of working in secondary school education, particularly in a teaching 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
- Exceptional and 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 £34,127pa 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.

Expenses: The postholder 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 currently through membership of BUPA. 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 certain limitations. 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.

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

To apply

Please include in your application:

- A completed application form
- A covering letter demonstrating your suitability for the role, how you meet the requirements described in the job description and the person specification and why the role appeals to you
- A full CV

Applications should be sent to jobvacancies@trin.cam.ac.uk to arrive no later than 5.00pm on Wednesday 17 June 2020. Interviews are expected to be held week commencing 29 June 2020.