VACANCY: Student Recruitment Officer (Part-Time) 1 year Fixed-Term

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students aged 21 or above, 200 Fellows, 300 senior members and 100 staff. There are more than 450 residential units on site, housing over 500 residents. The College is the most cosmopolitan in Cambridge which, together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at www.wolfson.cam.ac.uk

HOW TO APPLY
Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at www.wolfson.cam.ac.uk/jobs), with a copy of your CV, and a covering letter setting out why you feel you are suitable for this post with reference to the required experience, skills and qualifications outlined in the job description, to arrive by 9:00am on Monday 30 July 2018 to:

Mrs Sally Cullen (ref. Student Recruitment Officer)
HR Manager
Wolfson College
Barton Road
Cambridge CB3 9BB or by email to: jobs@wolfson.cam.ac.uk

TERMS AND CONDITIONS
Salary: The salary range for this post is £26,484-£31,603 pro rata for 16 hours per week (£10,594-£12,641), depending on experience.
Benefits:
- Membership of the NOW:Pensions scheme (www.nowpensions.com), with employer contributions up to 13%
- Death-in-service benefit of two times salary
- The pro-rata equivalent of 25 days' holiday per year plus public holidays
- Meals on duty
- Free parking
- Use of the College Gym and Library
- Membership of a healthcare cash plan
- The College operates a childcare voucher scheme for staff

Hours: 16 hours per week, preferably over 4 days, based on college needs and post-holder availability. There will also be the occasional need for attendance at events in the evening and at weekends.

Holidays: The pro-rata equivalent of 25 days' holiday per year plus public holidays
- Of the 25 days’ holiday, the College schedules up to 4 days in December for all staff when the department is closed.
- Attendance is normally required on public holidays which occur in Full Term, such as the May public holidays, for which alternative days’ holiday are given.

Probation: The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice would be two months on either side.

Wolfson College is an Equal Opportunities Employer
JOB DESCRIPTION

Job title: Wolfson Student Recruitment Officer

Department: Tutorial

Reporting to (manager): Undergraduate Admissions Tutor (Arts & Humanities) and the Graduate Admissions Tutor

Responsible for (staff): N/A

(refer to organisation chart)

Full-time / Part-time (hours): Part-time; 4 days (16 hours) per week

1. JOB PURPOSE

The main purpose of the role is to develop innovative and creative ways of encouraging student applications to Wolfson College, with particular attention given to recruiting to Arts & Humanities undergraduate courses in the first instance.

2. KEY DUTIES AND RESPONSIBILITIES

The Recruitment Officer will:

Access and outreach responsibilities

- work alongside Admissions Tutors, Directors of Studies, the Cambridge Admissions Office, Graduate Admissions and the Cambridge Communications team to develop fresh methods of reaching potential applicants
- work with the Communications Officer on the use of social media and sites such as the Student Room to provide information and support to potential applicants
- liaise with Schools’ Liaison Officers who are part of the Area Links Scheme at standard-age Cambridge Colleges, in order to brief them on mature undergraduate student applications, and extend the reach of outreach to prospective mature students

College and University Open Days and Events

- Work with the undergraduate and postgraduate administrators to organise College Open Days, and to develop other recruitment events (including online or virtual events). Liaise with the CUSU Access Officer in connection with those events above.
- Participate as required in relevant University-led events, such as the University Open Day and Faculty days e.g. Archaeology, Law
- Target particular University departments as appropriate for collaborative outreach work

Recruitment

- In conjunction with the Senior Tutor and Admissions Tutors, devise a strategy for UK and international recruitment of graduate and undergraduate students
- Engage with, recruit and establish effective training for Wolfson students and Fellows who wish to be involved with recruitment
- Maintain an online prospectus
Record-keeping

- Maintain a database of recruitment contacts, in the UK and overseas: this will include the use of detailed databases (CamSIS/Excel/Access), for example collecting specific named subject teacher contacts at every UK Further Education college.

Website

- In collaboration with the Undergraduate Administrator and the Graduate Tutor, maintain the admissions section of the website as a recruitment tool; tie in to social media (Facebook, Twitter, etc) where appropriate.

3. DECISION-MAKING

i. Decisions taken by the role-holder without reference to others
Organisation of recruitment activity.

ii. Decisions taken by the role-holder in collaboration with others
How to prioritise different aspects of the role; strategic direction of recruitment.

iii. Decisions taken by others following advice/input by the role-holder
Allocation of budget, e.g. for overseas recruitment.

iv. Budgetary/financial responsibilities and limits
The Recruitment Officer will be expected to manage a budget for travel and for events.

4. NETWORK OF CONTACTS

i. Wolfson College
Admissions Tutors
Graduate Admissions Tutor
Senior Tutor
Directors of Studies
Undergraduate Administrator
Tutorial Office Manager
Development Office
Conference Office
Communications Officer

ii. Other Colleges
Schools Liaison Officer network
Mature Colleges Admissions Tutors and administrators
Other Mature Outreach Officers

iii. Cambridge University
Cambridge Admissions Office
Graduate

iv. External
National mature student support networks (e.g. NEON)
FE Colleges
Independent students

Student Recruitment Officer

June 2018
5. QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

<table>
<thead>
<tr>
<th>Education and experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>A good (2.1 or above) undergraduate degree in any subject</td>
<td>x</td>
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<thead>
<tr>
<th>Skills and knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Confident presentation skills, including an ability to engage academics and peers</td>
<td>x</td>
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<tr>
<td>Knowledge of the FE sector</td>
<td>x</td>
<td></td>
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<tr>
<td>Knowledge of the Oxford/Cambridge collegiate system</td>
<td>x</td>
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<tr>
<td>A clean driving licence and the willingness to travel in the course of FE college or other visits</td>
<td>x</td>
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<tr>
<th>Technical/professional skills</th>
<th>Essential</th>
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<tbody>
<tr>
<td>IT skills including Microsoft Word and Excel and use of social media</td>
<td>x</td>
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<table>
<thead>
<tr>
<th>Personal skills and attributes</th>
<th>Essential</th>
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</thead>
<tbody>
<tr>
<td>The ability to manage oneself and to take responsibility</td>
<td>x</td>
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<tr>
<td>The ability work creatively and to show initiative</td>
<td>x</td>
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<td>The ability to organise the work of others and to work to deadlines</td>
<td>x</td>
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<td>The ability and willingness to work in a team</td>
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<td>Excellent interpersonal skills</td>
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6. TRAINING AND DEVELOPMENT
The Recruitment Officer will need to keep up to date regarding Cambridge admissions processes, undergraduate course requirements, and the UK HE environment.

7. HEALTH AND SAFETY
Use of a VDU will be required.

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