



## Schools Liaison Officer

### Role Description & Person Specification

**Job Title:** Schools Liaison Officer

**Department:** Tutorial and Admissions Office

**Reports to:** Outreach & Admissions Officer

**Salary:** £26,000 per annum, on a fixed term contract for 24 months

**Hours of work:** This will be an annualised hours contract, allowing the job holder to work flexibly. The role will involve occasional nights away from Cambridge and nights in College during residential events.

#### **Overview of the Job:**

The Schools Liaison Officer will contribute to the College's undergraduate widening participation strategy by extending and improving its relationships with schools and colleges within the College's link areas, including Tower Hamlets and Hackney, to raise aspirations and develop knowledge of Cambridge and higher education through events in College, in schools, and online. This will involve responsibility for school visits to the College and regular travel to link areas to deliver one-off events and sustained interventions. They will work with Admissions & Outreach team, including the Tutor for Access & Outreach, College undergraduate students, postgraduate students, College Research Associates, and Fellows.

### Main duties:

- Take responsibility for the organisation and delivery of school visits to College and other engagement with schools and colleges in the College's Link Areas. This will include liaising with College undergraduate and postgraduate students, staff and academics, as well as outreach officers in the University departments and museums.
- Visit Link Area schools and colleges to deliver talks and workshops with students, parents and teachers. Some of these events will take place in the evening and require occasional late-night travel and overnight stays.
- Deliver a range of relevant presentations and workshops to students and teachers, both in-person and online.
- Support residential outreach events (currently two per year), assisting as directed by the Outreach & Admissions Officer.
- Recruit and train current Clare students to assist with school visits.
- Pursue the College and University's aspirations and targets in widening participation in the College's Link Areas.
- Liaise with other colleges in Cambridge and Oxford, and other Higher Education Institutions and charities, to support Link Area schools and colleges.
- Work with the Outreach & Admissions Officer, Admissions Officer, and Communications Manager to maintain relevant areas of the College website and contribute outreach content to the College's YouTube channel and other social media.
- Develop and deliver a regular outreach newsletter to teachers and students.
- Respond to enquiries from schools in a timely manner.
- Liaise with the widening participation team in the Cambridge Admissions Office (CAO) and attend meetings of the University Schools Liaison Officers group (SLOG) to develop links and collaborations and ensure the College has access to current best practice.
- Support the College's Open Days as directed by the Outreach & Admissions Officer.
- Maintain a database of all schools liaison activities and Link Area contacts and work with the Outreach & Admissions Officer to produce written reports as required. Ensure that activities and participants are recorded on HEAT (Higher Education Access Tracker), for which full training will be provided.
- Collaborate with the Outreach & Admissions Officer to evaluate the College's outreach activities and programmes.
- Observe the College's Equal Opportunities, Child Protection, GDPR and Health and Safety policies, and be aware of the broad implications of the Special Educational Needs and Disability Act (2001) for undergraduate recruitment.
- Any other responsibilities and duties consistent with being a member of the Admissions & Tutorial Department.

## Person Specification:

	Essential	Highly Desirable
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>University degree and/or other relevant experience</li> </ul>	
<b>Skills, Knowledge &amp; Training</b>	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills</li> <li>Excellent time management and organisational skills</li> <li>Ability to work effectively in a pressurised environment</li> <li>Knowledge of MS Office and databases</li> <li>Knowledge of the main requirements of the Data Protection Act</li> </ul>	<ul style="list-style-type: none"> <li>Ability to handle students and their needs in a sympathetic and supportive manner</li> <li>Full clean UK driving licence</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of undertaking complex administrative tasks</li> <li>Evidence of effective planning ahead and prioritising workload to meet deadlines</li> <li>Accurate record keeping</li> <li>Experience of dealing with enquiries on the telephone, face-to-face and by email</li> <li>Handling confidential information in a sensitive manner</li> </ul>	<ul style="list-style-type: none"> <li>Experience of higher education</li> <li>Experience working with children and/or young adults</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Confident, friendly, approachable</li> <li>High level of motivation</li> <li>Ability to stay calm under pressure</li> <li>Accuracy and attention to detail</li> <li>Ability to work as part of a team</li> <li>Flexible approach and accepting of change</li> <li>Willingness to learn new skills and undertake further training if required</li> <li>Smart and tidy appearance</li> </ul>	

To apply, please fill out the application form and equal opportunities form on the College website and return this to the HR Manager, Sally Hewings ([sh435@cam.ac.uk](mailto:sh435@cam.ac.uk)). The contents of the equal opportunities form will not be disclosed to the selection or interview panels.