



JOB DESCRIPTION

Department:	Directorate of Student Recruitment & Partnerships
Post Title:	Assistant Outreach & Schools Liaison Officer
Grade:	4
Reports to:	Schools & Colleges Liaison Manager

The student recruitment section of the Directorate of Student Recruitment & Partnerships combines the areas of UK and international student recruitment and Widening Participation & Outreach. The post of Assistant Outreach & Schools Liaison Officer is located in the Outreach & Schools Liaison team, however works across the wider Directorate on student recruitment activities.

The Assistant Outreach & Schools Liaison Officer is an entry level student recruitment role which aims to provide the post holder skills development and knowledge in the area of student recruitment, whilst contributing to the College's relationship building with schools and colleges, particularly in relation to schools identified as sending students from low participation areas and other widening participation target groups, assisting in the college's outreach work. The post will also support key aspects of wider undergraduate UK recruitment activity.

The main responsibilities of the post are:

1. Delivering pre-prepared presentations and talks to a variety of audiences, including school and college students, on a range of topics related to raising aspirations and HE and contributing to the development of new presentations.
2. Maintaining links and effective relationships with schools, colleges and other agencies through visits, talks, presentations and other communications and to evaluate the effectiveness of these links with a view to maximising recruitment opportunities, particularly within WP Target Background Groups.
3. Supporting the Outreach Officers in delivering projects and activities throughout the year.
4. Travelling within the UK to support recruitment activities, and working occasional evenings and weekends.

5. Supporting and contributing to widening participation and admissions activity in line with the strategic objectives of the College, the requirements of fair access and fair admissions, and Office for Fair Access (OFFA) milestones and targets.
6. Representing RHUL at a range of student recruitment events for undergraduate and postgraduate students, both on campus and throughout the UK.
7. Providing input into and supporting the implementation of the evaluation of activities carried out through a variety of pre-determined methods.
8. Any other duties as required by the line manager, the Director or Assistant Director (Recruitment) that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.