



## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Schools and Colleges Liaison Officer
<b>Department / Unit:</b>	Marketing and Communications
<b>Grade:</b>	RHUL 4
<b>Accountable to:</b>	Schools and Colleges Liaison Manager
<b>Purpose of the Post</b>	
<p>The student recruitment section of the Directorate of Marketing and Communications combines the areas of UK, international student recruitment and Widening Participation. The post of Assistant Schools and Colleges Liaison Officer is located in the UK Student Recruitment (Education) team, however works across the wider Directorate on student recruitment activities.</p> <p>The Assistant Schools and Colleges 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.</p> <p>The post holder will build supportive relationships with key stakeholders to assist with the recruitment and conversion of students from all backgrounds onto Royal Holloway degree programmes.</p> <p>Whilst the post is primarily an outward facing student recruitment role, there will be the need to support the administrative aspects of the team from time to time.</p>	
<b>Key Tasks</b>	
<p>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.</p> <p>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.</p> <p>Supporting the Schools and Colleges Liaison Officers in delivering projects and activities throughout the year.</p> <p>Leading on student recruitment projects as outlined and directed by the Schools and Liaison Manager/ Head of UK Recruitment (Education).</p>	

Travelling within the UK to support recruitment activities, and working unsocial hours (evenings and weekends) as required.

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.

Representing Royal Holloway University of London at a range of student recruitment events for undergraduate and postgraduate students, both on campus and throughout the UK. Attending recruitment fairs in schools and colleges, and UCAS conventions, providing accurate information on the College and its courses to prospective students.

Providing input into and supporting the evaluation of activities carried out through a variety of pre-determined methods.

Assisting with the delivery of on campus recruitment events including Open Days and Applicant Visit Days.

Providing administrative support as required to the Schools and Colleges Liaison Team in delivering projects and activities throughout the year.

Maintaining and updating contact lists as necessary.

Maintaining sufficient stocks of marketing materials and associated items and keeping a log of stock used which may involve some manual handling.

Ensuring the stock room is kept in an organised state and is easily accessible.

Providing administrative support for three annual residentials including assessing applications and maintaining contact with potential attendees.

Providing input into and supporting the implementation of the evaluation of activities carried out through a variety of pre-determined methods.

Giving input to the development of processes and systems used by the schools team including suggesting improvements to existing systems and forms.

Liaison with other College departments and functions with regard to schools team activities to ensure that all relevant personnel remain informed and aware of events and activities.

Adhere to the College values and stay informed of the College strategy and other news that may affect the higher education sector.

Any other duties as required by the Schools and Colleges Liaison Manager and Head of Student Recruitment (UK) that are commensurate with the grade.

The successful applicant will be required to pass a Disclosure and Barring Service check.

<b>Other Duties</b>
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>