Job Description: Schools Liaison Officer and Engagement Officer

Status	**6 month fixed term appointment**
Base	**North Kensington & Chelsea** *Post holder will be required to work across College sites and at other locations*
Grade	APT&C Scale (spine points 24 - 27)
Salary	£30, 551- £33,199 (incl. LWA) *It is our policy to normally appoint at the bottom of the salary scale*
Hours of work (per week)	Full time 36.5 hours per week
Reports to	*Events and Alumni Manager*
Manager to	No line management responsibility

ROLE PURPOSE
• School Liaison and Engagement Officer will support in the coordination of our schools liaison programme, including the logistics on the day of schools visits/events. • This postholder will also support the Events and Alumni Manager in the management of the college's external venue and room booking requests and open recruitment event as part of the teams income generation and growth

MAIN ACCOUNTABILITIES
Schools Liaison

The Officer will support the Events Manager in raising awareness of post-16 education options at Morley College London.

- Working with the Events Manager raise awareness of post-16 education options at Morley with local and new schools.
- Deliver on-the-ground engagement with target feeder schools about Morley's curriculum.
- Working with our feeder schools, pull together events the college can attend, deliver talks, workshops, assemblies and parents activities.
- Coordinate with curriculum teams attendance at school visits, logistics and ensuring the Schools Liaison Kit is readily available
- Working with the Events Manager, plan and support curriculum teams in delivering tasters days.
- Plan to deliver at both North Kensington and Chelsea campuses a teachers and careers events.
- Manage administration for the schools liaison programme including enquiries and inbox.

External Venue and Room Hire

Support the Events and Alumni Manager in the management of external venue and room hre, stakeholder relationships, including building previous relations with hirers and establishing new ones. This is supporting the college's growth and income generation.

- Proactively manage the mailbox and respond to incoming enquiries for venue hire or room boking
- Confirm bookings, client arrangements, logistics, IT, catering and other requirements in line with college policy
- Ensuring all documentation, Booking Form, Safeguarding, Speakers and policy documents are sent to client and returned back signed
- Arrange and manage viewings with clients
- Working with the Events Manager being point of contact on event day and available to be on call
- Ensure security risk assessments is suitable for the event

Recruitment Events (16-18 events).

To support the delivery of Morley College London's internal and external events programme, focusing on recruitment and working closely with a range of College and external stakeholders.

Working closely with the Events and Alumni Manager, the Events Officer will develop ways of maximising event footfall and conversion to enrolment opportunities. Specifically to support and deliver the event schedule and outputs to best achieve enrolment growth through student recruitment of our 16-18, HE and Adult Levels 1-3 qualifications based provision.

- Facilitating event promotion and leading logistical delivery of student recruitment focused events, internal and external for both 16-18 and adult students to attract and maximise participation.
- Capture photos / video content of young people talking about Morley courses (training and templates will be provided).
- Support Centre Principals and Curriculum Leads by setting up open event website and Eventbrite listings, including monitoring event sign-ups. -
- Support in the setup of open events welcome desk and ensuring registration lists are provided in advance and any banners required are available in the Events Kit.
- Support programme areas in setting up End of Year event listings.
- Provide information and post event analysis on the Schools Programme to the Senior Management Team.

GENERAL COLLEGE RESPONSIBILITIES

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with. This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder.

WORKING WITH

The post holder will work closely with Events and Alumni Manager*, Head of Communications* and Engagement and the wider team

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	**Schools Liaison and Engagement Officer**

Essential Criteria:

- Excellent interpersonal, verbal and written communication skills with the confidence and professionalison to engage effectively with a diverse range of individuals at all levels, including in high-pressure or time-senstive.
- Stakeholder management skills across all levels of an organisation.
- Demonstrate interest in helping young people to succeed.
- Significant experience of events / activities planning and administration, within the FE and HE sector.
- Strong administrative and record keeping skills with the ability to maintain accurate timely and accessible documentation across concurrent events and projects, e.g. event schedules, spreadsheets, etc.
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount.

Desirable

- An interest in social media and or photography
- Experience of delivering both paid and free events programmes
- Knowledge of email marketing software and content management systems
- Understanding of events based listings technology such as Eventbrite
- Understanding of social media marketing in the context of events promotion, and FE/HE audiences as well as alumni relations engagement
- Experience of writing, editing, and publishing content for different audiences across different communications channels (website, social media, print etc).
- Excellent attention to detail with the proven ability to work with a high degree of accuracy and proven time management and organisational skills
- Ability to use Microsoft suite in particular using Excel to monitor, analyse and evaluate market data
- A commitment to providing a quality service with experience of delivering excellent customer service
- A proven ability to use initiative and be creative and pro-active to suggest and develop new ideas
- The proven ability to work on own initiative with little supervision and suggest new ideas
- Experience of monitoring, analysing and evaluating event data and provide solutions focused with a can-do attitude and ability to create creative ideas and deliver improvements in response to data and/or feedback.

6 October 2026