**JOB DESCRIPTION**

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| **POST TITLE:** | **STUDENT RECRUITMENT AND**  **LIAISON OFFICER** |
| **RESPONSIBLE TO:** | **Vice Principal responsible for Recruitment** |
| **GRADE:** | **Support Staff Pts. 9-13: £25,786 - £29,273** |
| **WORKING WEEKS:** | **Full Time, all year round** |
| **PURPOSE OF POST:** | Working within the College’s Recruitment and Marketing team, you will contribute to the organisation and co-ordination of activities and events that engage the community and attract prospective students and parents. You will collaborate with colleagues to ensure successful outcomes and serve as a key ambassador for the College, fostering strong relationships with schools, students and families. |

**Main Duties & Responsibilities**

### Liaison and Recruitment Activities

* Represent the College at school events, including careers fairs, parents’ / carers’ evenings, and assemblies.
* Conduct preliminary interviews with prospective students, offering advice and guidance aligned with College entry criteria.
* Organise and deliver engaging presentations and workshops in schools to promote the College.
* Support the planning and delivery of College Open Events, Bridging Events, and Enrolment Days.
* Help to maintain engagement with applicants between application and enrolment stages.
* Perform, as part of a team, a wide range of administrative, marketing and liaison tasks.

### Marketing and Communications

* Help to produce original media assets (video, photography, written editorials, social media content) to promote the College.
* Respond to enquiries via the College website, email, and phone.

### Curriculum Area Support

* Work with curriculum areas in the promotion of their subjects.
* Support the creation of liaison activities.
* Work with student ambassadors to support recruitment initiatives.

**General**

All staff have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students’ welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder’s duties must at all times be carried out in compliance with the College’s Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust’s and College’s responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust’s vision and values and to demonstrate these values through their behaviour.

***This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal and post holder) as the needs of the College change.***

**Person Specification**

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| The successful candidate will be expected to have the following qualities: | **Essential /Desirable** |
| **QUALIFICATIONS**   * A level or equivalent level 3 qualifications * GCSE A\*-C (or equivalent) including English and Maths * A driving licence and access to your own vehicle | E  E  E |
| **EXPERIENCE**   * Recent experience of working in a customer facing role * Previous experience of working with young people * Excellent IT skills * Relevant experience of working in the educational sector and knowledge of the post-16 education market * Experience in using social media for promotional purposes | D  D  E  D  D |
| **SKILLS & APTITUDES**   * Excellent communication/presentational skills * Ability to communicate effectively and appropriately with all College stakeholders including students, parents/carers, colleagues and governors * Excellent organisational/administrative skills * Excellent attention to detail and accuracy * Awareness of safeguarding in education | E  E  E  E  D |
| **PERSONAL QUALITIES**   * Ability to work on own initiative and also effectively as part of a team to achieve common goals * Ability to work under pressure and prioritise effectively * Positive attitude * Sense of humour | E  E  E  E |

**Salary and Conditions of Service**

Full Time, All Year, Permanent post.

Salary Pts. 9-13: £25,786 - £29,273

Thank you for your interest in the post.

Flexible Working Hours: The normal working week is 37 hours. Due to the nature of liaison activities, including school visits and evening events, the postholder must be willing to work flexible hours, including evenings.

Travel: The postholder must have access to their own transport and be willing to travel to partner and non-partner schools.

Holidays are 28 days plus bank holidays rising to 33 days plus bank holidays after 5 years’ service. Holidays are to be taken during the College holiday periods.

Applications are made via our careers portal but if you wish to speak to anyone about this post and the application process, please contact hr@qeliz.ac.uk.