University of Suffolk

Student Recruitment and Outreach Manager

JOB DESCRIPTION

**Directorate:** External Relations  
**Location:** Ipswich (and requirement to travel throughout UK and abroad)  
**Salary:** Within range £29,799 to £33,518 per annum  
**Grade:** Grade 7: points 27 to 31  
**Contract status:** Fixed term until September 2018  
**Hours of work:** As necessary to carry out the duties of the post  
**Pension:** USS  
**Annual Leave entitlement:** 30 days plus Bank Holidays pro rata  
**Staff Development:** Corporate and Personal Development Programme  
**Reporting to:** Head of Student Recruitment and Market Development

**Purpose of the job:**

We are seeking a dynamic and motivated individual to join the university at an exciting stage of our development. This is a key role in the Directorate, helping to implement and develop the University of Suffolk student recruitment and outreach strategy as we look to grow our student numbers locally and nationally. The role holder will be jointly responsible for managing members of the student recruitment and outreach team and co-ordinating a range of associated activities. Our relationship with schools and colleges and the services we offer them are crucial and the post holder will grow and maintain these links including delivering presentations and workshops for school and college students and teachers as well as for mature students.

The post holder will work closely with other members of the Directorate of External Relations to ensure a joined up approach to student recruitment and outreach activity at the University of Suffolk.

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**University of Suffolk**

The University of Suffolk is a unique institution and one of the newest education institutions in the UK. It was initially founded as University Campus Suffolk (UCS) through the collaboration of the Universities of East Anglia and Essex, and was launched in 2007 to offer top quality higher education in Suffolk and beyond. UCS was awarded Taught Degree Awarding Powers and University Title in 2015-16, becoming the University of Suffolk in August 2016.

Since our inception, over £75m has been invested in the creation of the Ipswich campus including the opening of our iconic Waterfront Building on the Neptune marina, the extensive refurbishment of legacy buildings, and the launch of the James Hehir building, housing specialist teaching facilities and Cult Café bar, which is open to students, staff and the general public. In addition a new 600 bed luxury student accommodation block opened in September 2010 on the waterfront.

The University is comprised of the main Ipswich Campus, with higher education in the Partner Colleges of West Suffolk College, Great Yarmouth College, Lowestoft College, and Suffolk New College. This innovative model of higher education ensures that the University can offer its students a broad curriculum at a choice of venues.
Student numbers have progressively increased and currently stand at around 5,000 (4,650 fte), of whom around 76% are based at the main Ipswich Campus, with the remainder in the Learning Network. An increasing number are being recruited at postgraduate as well as undergraduate level.

Further information about the University of Suffolk is available at www.uos.ac.uk

Main Duties & Responsibilities:

1. Work closely with the Head of Student Recruitment and Market Development to develop and implement the student recruitment and outreach strategy for the University of Suffolk.
2. Line management of the student recruitment and outreach team.
3. Responsible for managing and co-ordinating all UK student recruitment and outreach activity.
4. Coordinate the attendance of the Student Recruitment and Outreach team, and Student Ambassadors, at local and national events.
5. Develop and organise a programme of visits and activities for schools and colleges both on campus and off site.
6. Work closely with the Events and Conferencing Manager on the co-ordination of the University’s open events/post-application events.
7. Act as first point of contact for schools and other external parties such as government bodies contacting University of Suffolk about student recruitment and outreach activity.
8. Attend events and give presentations on higher education at the University and in schools/colleges and at exhibitions locally and nationally.
9. With the Events and Conferencing Manager co-ordinate the Suffolk UCAS Higher Education Exhibition at the Ipswich campus.
10. Develop, organise and facilitate the University’s programme of residential and non-residential summer schools and follow up events,
11. Work closely with academic departments across the university and the Learning Network to support their student recruitment plans.
12. Work closely with other collaborative outreach projects which the University participates in to ensure a streamlined approach to working with target schools e.g. NEACO.
13. Represent widening participation and External Relations on related internal groups including Equality and Diversity Committee and Retention Group.
14. Maintain a schools and colleges area on the University of Suffolk website.
15. Represent the University at international/EU recruitment and higher education events as required.
16. Any other duties as may be assigned from time to time by the Head of Student Recruitment and Market Development, or their nominee.

SELECTION CRITERIA

Candidates will be assessed against the following essential/desirable attributes:

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<th>Essential</th>
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<td>EDUCATION and QUALIFICATIONS</td>
<td>Degree or equivalent level qualification</td>
<td>Knowledge of current issues in the higher education sector, in particular an understanding of UK recruitment, admissions and outreach issues. Experience of working within higher</td>
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<td>KNOWLEDGE and EXPERTISE</td>
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<td>Experience of working with schools and</td>
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education in a related area.
Experience of arranging events.
Experience of working with young people
Experience of student recruitment activities.
Supervisory or line management experience

SKILLS

Excellent organisational skills
Excellent written, oral and presentation skills.
Experience of public speaking, preferably to school and/or university-aged audiences.
Good IT skills, including Word, Excel and powerpoint
Flexibility, adaptability and the ability to work on own initiative and as part of a team.
Ability to enthuse and inspire others.

ATTITUDE

Able to travel across the county, region, country and overseas often travelling alone and to remote locations
Willingness to work outside normal office hours when required including evenings and occasional weekends

Full clean UK-valid driving licence

APPpIOMENT TERMS
This is a full time post based on Grade 7 of the scale. The post is maternity cover and therefore fixed term until September 2018. The salary range is £29,799 to £33,518 per annum. There is a requirement, from time to time, to work flexibly and to spend periods away overnight.

The post requires regular lone travelling to recruitment events across the country. A number of the locations are in rural areas with limited public transport. Where the postholder makes use of a hire car through the University of Suffolk for attending events, a minimum age of 21 is required to meet with the terms and conditions required by the car insurance providers.

EQUAL OPPORTUNITIES
The University of Suffolk is a diverse community and is committed to providing equality of opportunity to all staff and students.

This post is available on a job share basis, in which case applicants should state clearly that they are applying for job share and the basis of hours they seek to work.

CRIMINAL CONVICTIONS
The duties and responsibilities of this post are such that any offer of employment will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.
NO SMOKING POLICY
A no smoking policy including the use of electronic cigarettes operates at all University of Suffolk premises.

INFORMAL ENQUIRIES
For informal enquiries please contact Karen Hinton, Head of Student Recruitment and Market Development on k.hinton@uos.ac.uk

Closing date: Wednesday 29th November 2017, 5pm
Interview date: Tuesday 12th December 2017
Start date: This post is available for start in January 2018.

To apply for this post:

• All forms and information can be found on our website http://www.uos.ac.uk/jobs
• Fill in the Application Cover Sheet and include details of any flexible working request you are making
• Complete the monitoring form
• Attach a curriculum vitae and a letter of application setting out clearly how you meet the essential and desirable criteria for this post
• Return them as Word (.doc) attachments by e-mail to: jobs@uos.ac.uk please put the post title in the subject box of your email.
• If you are unable to email your documents, you may post them to

The Human Resource Team
University of Suffolk
Waterfront Building
Neptune Quay
Ipswich
Suffolk
UK
IP4 1QJ

If you are unable to apply via the website please ask for an application pack from the address above, or by phone on 01473 338351.

FLEXIBLE WORKING
As a Top 30 Employer for Working Families, 2016 and 2017, we consider flexible working requests for all our vacancies. This might include adjustments to the working location, hours, time, or working on job share basis.

Applicants wishing to apply for a flexible working arrangement should state clearly that they are applying on a flexible working basis providing details of their request including their availability for work.
About the University of Suffolk

After nine years of strengthening its reputation the University of Suffolk, formally known as University Campus Suffolk, achieved University status in 2016. This evolution was much faster than expected, faster than any other institution, which speaks volumes for the quality of education on offer here and the quality processes completed to achieve full status.

Before now, Suffolk was one of only four counties in the UK without a university, and both staff and students have been working towards establishing the institution as a distinct and reputable place of study. Considering its humble beginnings and the fact that the University of Suffolk is young and small compared to other institutions, its growth is of key economic and educational importance: putting Suffolk on the map as an exciting destination for students to learn and discover opportunity.

The University of Suffolk is agile and responsive, custom built for a changing world, absorbing the best of UK university traditions and aligning them with a twenty first century audience and a modern world of employment and entrepreneurship. It is committed to being economically relevant and having a measurable civic impact, whilst remaining student centric.

The University of Suffolk is comprised of the main Ipswich Campus, with learning networks in the Further Education Colleges in Bury St Edmunds, Great Yarmouth, Lowestoft, and at Suffolk New College, Ipswich.

More information is available on our website www.uos.ac.uk