

Job Description

Job title	Student Recruitment Coordinator
School / department	Marketing, Recruitment and Communications
Grade	4
Line manager	Student Recruitment Manager
Responsible for (direct reports)	Occasional management of Student Ambassadors at events on and off campus
Date of creation or review	13/12/2024

Main purpose of the job

A short summary of the role

The Student Recruitment Coordinator organises and assists with student recruitment activities at all levels as well as with the implementation of the annual recruitment plan to ensure the University meets its UK student recruitment targets.

The post holder will be required to represent the University and its portfolio of programmes at external events, schools and colleges, and UCAS exhibitions.

This is a full-time appointment requiring a flexible approach to working hours (including occasional weekends and evenings) and travel within the UK, particularly at peak times in the recruitment calendar.

Key areas of responsibility

Description of the key duties and responsibilities associated with the role (bullet pointed or numbered).

Implement student recruitment activities and assist in the delivery of projects to support UK student recruitment, as directed by the Student Recruitment Manager in collaboration with key departments and stakeholders.

Coordinate the University's attendance at recruitment events such as HE fairs and UCAS exhibitions.

Attend and represent the University at internal and external recruitment events, including but not limited to:

- Open Days
- UCAS Exhibitions
- School/college HE/careers fairs
- Postgraduate recruitment fairs
- Taster Days

Advise prospective students on admission requirements and the University's courses. This will involve solo attendance at recruitment events and will require a detailed knowledge of the University's portfolio.

Assist with the organisation of University recruitment events, including post-application open days, visits from prospective students and University-wide open days (undergraduate and postgraduate), in liaison with the Events team.

Assist with the organisation and implementation of Clearing activity.

Deliver presentations at recruitment events such as open days and to school and college groups.

Support the development of relationships with local schools and colleges.

Work collaboratively with the Outreach Team to ensure recruitment activity supports the University's commitment to offering fair access opportunities to underrepresented students.

Liaise with the Customer Relationship Team to ensure the timely and effective recording of customer interactions and follow-up activity from recruitment events.

Assist with the production of recruitment materials, monitoring stock levels to meet the demands of the Recruitment Team.

Assist the Student Recruitment Manager with the development of effective online content to support recruitment activity.

Liaise with colleagues at all levels across the University in delivering recruitment activity.

Participate in recruitment planning, attending meetings as required.

Deal with written and telephone enquiries, ensuring information supplied is timely and accurate.

Assist with the recruitment, training and supervision of temporary staff, such as Student Ambassadors.

Support the wider Recruitment and Customer Relationships Team with the organisation and implementation of events.

In addition to the above areas of responsibility the post-holder may be required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / back ground information

Organisational chart or some further information about the School/College/department.

The role of Student Recruitment Coordinator is part of a small Student Recruitment Team, responsible for the delivery of UK student recruitment activity. The team is one of three functions within the Recruitment and Customer Relationships Team, part of the University's Marketing, Communications and Recruitment department.

Person Specification

Criteria	Essential*	Desirable*
<p>Qualifications and/or membership of professional bodies</p> <p>This section reflects the appropriate level of expertise required by the role.</p>	<p>A relevant first degree or equivalent</p>	
<p>Knowledge and experience</p> <p>This section reflects the level of knowledge and experience of the key aspects of the role, as described in the job description.</p>	<p>Experience of working within higher education (or similar) student recruitment</p> <p>Experience of face-to-face customer service and/or sales</p> <p>An understanding of the UK schools and colleges system</p> <p>An understanding of the higher education sector and of the issues and trends affecting UK student recruitment</p>	<p>Knowledge of UCAS application processes and procedures</p> <p>Experience of using a customer relationship management system</p> <p>Experience of working on projects</p> <p>Experience of organising events</p>
<p>Specific skills to the job</p> <p>This section identifies job-specific skills required which might be completely unnecessary for other jobs but are critical to this particular job.</p>	<p>Excellent customer service skills</p> <p>The ability to acquire, retain and communicate the University's portfolio and administrative arrangements surrounding student recruitment</p>	
<p>General skills</p> <p>This section identifies transferable skills that you use for almost every job.</p>	<p>Excellent oral and written communication skills, with the ability to communicate with a variety of audiences</p> <p>Effective presentation skills</p> <p>Excellent organisation and time management skills</p> <p>A proactive approach and ability to work on own initiative</p>	

	<p>Excellent interpersonal skills and ability to work within a team</p> <p>Excellent attention to detail</p> <p>Computer literacy and knowledge of one or more widely used database, spreadsheet, word processing, DTP and presentation software, preferably Microsoft Office</p>	
<p>Other This section should be used to make candidates aware of any special circumstances pertaining to the post.</p>	<p>A flexible approach to work which includes occasional evening and weekend work, and travel within the UK</p>	<p>A full current UK driving licence</p>

Disclosure and Barring Scheme Is a DBS Check required: DBS (This post requires an enhanced DBS check - with Child Barred Check)

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

* **Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

* **Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.