

JOB DESCRIPTION

Job Title: Education Liaison and Outreach Coordinator

Ref no: MKG275-R

Campus: Hendon

School/Service: Marketing

Grade: 5

Starting Salary: £28,302-£31,537 per annum including outer London weighting

Period: Permanent

Reporting to: Head of Education Liaison and Outreach

Reporting to Job Holder: none

Overall Purpose: The post holder will be supporting the overall running of the Education Liaison and Outreach Team. They will be coordinating the planning and delivery of activities with schools and colleges and training ambassadors to represent us where necessary. The post holder will support the delivery of our frameworks of activity through the development of workshops and programmes focused on IAG, raising aspirations and improving attainment. The post holder will also maintain and develop relationships with the stakeholders in schools, colleges, charities, youth groups and partner organisations required to deliver our programmes and interventions. The post holder will co-ordinate event bookings, stock maintenance and the administration of event planning and our communications.

Principal Duties:

- Coordination of generic and subject-specific allocated Outreach and Education Liaison Projects Events/ Programmes in schools, but also on MDX campuses.
- Coordination of events/projects in schools for particular groups of students, including those that are under-represented in HE
- Liaising with key contacts in local boroughs and other organisations such as AccessHE and LinkingLondon to ensure collaborative delivery of activity
- Liaising with contacts in schools to support relationship management in key institutions
- Liaison with internal stakeholders to ensure representation at HE Fairs, conferences and subject specific events
- Evaluate events and interventions within the evaluation framework and with HEAT, develop innovative ways to evaluate
- Supporting meetings by taking minutes
- Work with the Design team to produce the appropriate collateral for events, including programmes, display materials and signage
- Event coordination to include liaison with internal and external stakeholders, suppliers, stock management and coordination of the evaluation processes
- Delivery of outstanding customer service tailored to different audiences through all customer touch points (in-school sessions, workshops, presentations, tele campaigns, drop in sessions, event frameworks, and communication tools, etc)
- Maintaining team databases and event calendars up to date
- Training of ambassadors to deliver events
- Utilising social media to promote key events and activities to our target audiences

- Attending local Fairs and events organised by key schools and colleges and local authorities in order to speak to prospective students
- Providing required data to assist management on project evaluation and monitoring
- General administration duties corresponding with the grade of the post.
- Any such other duties required by the Head of Education Liaison and Outreach which are consistent with the grade of the post.

Hours: 35.5 hours per week, actual daily hours by arrangement

Annual Leave: 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

PERSON SPECIFICATION

Job Title: Education Liaison and Outreach Coordinator

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

SELECTION CRITERIA:

Essential:

- Educated to degree level or equivalent work experience
- Familiarity with HE environment
- Knowledge of current HE agendas
- High level of ICT skills and familiarity with IT systems and applications including MS Word and Excel
- Demonstrate the ability to able to work on own initiative and to meet deadlines
- Excellent interpersonal skills, including tact and discretion
- Experience of presenting information in an engaging way
- Excellent team-working and work-sharing skills
- Proven and demonstrable ability to maintain work standards requiring close attention to detail and to excellent customer care and service standards
- Proven ability to communicate clearly, effectively and accurately orally, by email and in writing with colleagues, external enquirers and institutions in a manner sensitive to diverse cultural backgrounds

- Willingness to travel to various locations mostly in Greater London and occasionally wider UK

Desirable:

- Experience of working within a UK education institution
- Knowledge of UK Higher Education recruitment and admission processes
- Good knowledge of UK qualification framework and progression pathways to HE

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires a Disclosure and Barring Service certificate. You are therefore required to disclose details of any criminal record. ALL criminal convictions, cautions, reprimands or final warnings, even if they would otherwise be regarded as spent under this Act must be disclosed, as well as any other information that may have a bearing on your suitability for the post, including pending prosecutions.

The University will apply for a DBS certificate before your appointment is confirmed.

Flexible working applications will be considered.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Closing date for receipt of applications: see job advertisement

Interview date: see job advertisement

What Happens Next ?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Elita Eliades-Ahmed on (020) 8411 4590.

