

## Professional Services Job Description

**Job Title:** UK Recruitment and Outreach Coordinator  
**Ref No:** MKG517  
**Campus:** Hendon  
**Faculty/Service:** Student Recruitment, Marketing and Communications  
**Grade:** 5  
**Salary:** £33,125 per annum rising to £36,698 incrementally each year inclusive of Outer London Weighting  
**Hours:** 35.5 hours per week. Actual daily hours by arrangement.  
**Period:** Permanent

**Reporting to:** UK Recruitment and Outreach Officer

**Reporting to Job Holder:** N/A

### Overall Purpose:

The main purpose of this role is to work with the UK Recruitment and Outreach Officers and Managers to develop, plan and deliver a range of activities aimed at supporting student recruitment across all levels. In addition, the postholder will be involved in the development of relationships with key stakeholders including schools, colleges and employers.

The post-holder will be delivering a wide range of activities and participating in events related to raising awareness and increasing aspirations, as well as directly recruiting students. It is a target driven role which will include outreach and widening access targets as well as student recruitment targets.

### Principal Duties:

#### Education liaison and outreach

- Support the building of mutually beneficial relationships with schools and colleges, across all age groups, including supporting the identification of potential new relationships.
- Deliver a programme of engaging events and activities which deliver new leads, applications and enrolments to the University.
- Deliver inspiring and engaging presentations to potential students, teachers and advisors, which effectively promote the University.
- Attend school and college events to represent the University.

#### Student recruitment

- Active participation in student recruitment events, on and off campus, including UCAS fairs, undergraduate and postgraduate open days.
- Support the production of content and marketing materials, working collaboratively with marketing and communications colleagues.
- Contribute to the generation of social media content, working with other relevant colleagues in the department.
- Deliver recruitment activities aimed at postgraduate recruitment, including engagement with employers.

#### General

- Collect data and evaluate the impact of all events and activities involved in and ensure proactive collection of leads.

- Collect and feedback market insight which may be gathered whilst working with schools and colleges.
- Support Student Ambassadors who are assigned to support the delivery of events and activities.
- Coordinate logistical requirements of activities and events.
- Coordinate the promotional activities related to activities and events and coordinate booking operations.

#### Additional requirements

- As this role will require significant on-site delivery, either at the University campus or within Schools or Colleges, the postholder will need to be available to physically attend across five days per week.
- Due to the annual recruitment cycle there are key times of the year when annual leave will not be allowed and presence on campus will be expected. These are: Open days, offer holder days, first two weeks of Clearing in August.
- As student recruitment is a national activity all staff within the department are expected so support with attendance at student recruitment events, this may involve travel and occasional overnight stays.
- This post will also require evening and weekend working as the demand is determined by the partners we work with.
- A full enhanced DBS check will be required.

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

## Person Specification

**Job Title:** UK Recruitment and Outreach Coordinator

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

### **SELECTION CRITERIA:**

#### **Education/Qualifications**

##### ***Essential:***

- Educated to degree level or equivalent work experience.

#### **Experience**

##### ***Essential:***

- Experience of working with young people, particularly 11-18.
- Experience of delivering inspiring and interactive activities which generate engagement and impact.
- Experience of working towards and successfully delivering against targets.
- Experience of supporting project coordination and delivery.
- Experience of data collection, inputting data and evaluation of data.

##### ***Desirable:***

- Experience of student recruitment, preferably in a higher education setting.
- Experience of working with schools and colleges.

#### **Knowledge**

##### ***Desirable:***

- Knowledge of admissions processes in UK higher education.

#### **Skills**

##### ***Essential:***

- Excellent communication skills, both written and verbal.
- Ability to deliver professional presentations.
- Ability to work independently and as part of a team.

#### **Equality Diversity and Inclusion**

##### ***Essential:***

- Demonstrable commitment to fairness and the principles of equality and inclusion.

## **Terms and Conditions**

### **Diversity**

We value diversity and strive to create a fairer, more equitable work environment for our staff and students. We offer a range of family-friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

### **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.

### **MU Services Limited**

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff. All University professional services staff job descriptions, policies and procedures and the University Professional Services Staff Handbook will apply to both Middlesex University staff and MU Services Limited staff during their employment, unless where expressly stated otherwise. Staff will remain with their current employer, unless they move to an academic or academic related role.

### **Annual Leave**

30 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.

### **Travel to Hendon Campus**

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.

### **Public Transport**

Our Hendon Campus is well served by public transport with buses, London Underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location map to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

### **Parking**

There are currently Regular Parking Permits and Pre-Paid Parking options available to new joiners. Further details are available on the Travel and Transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

### **Parking for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

### **DBS Certificate**

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.

**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 please contact Lucia Byrne, Education Liaison and Outreach Manager at [l.byrne@mdx.ac.uk](mailto:l.byrne@mdx.ac.uk)