



Student Recruitment Officer

(Post Reference: NU6324)

Salary Scale: £26,444 - £29,605 per annum

Vice-Chancellor
Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

Birmingham Newman University

The university is named after the 19th century cardinal St John Henry Newman who wrote 'The idea of a university' in 1852, and we are still guided by the vision of a community of scholars. The university is built around community, and the belief that education enables

- We respect and value all contributions, recognising that we are a single community, inspired and united by our shared vision and mission.
- We place student learning and welfare at the centre of all we do and we offer a nurturing environment for all students.
- We are ethical, honest and humane. In difficult situations, we will seek to work with understanding, kindness and compassion.
- We recognise and embrace the power of community and build respectful relationships that help us excel.
- A mission of service motivates us, seeking the common good with care and love.

Our strategic objectives:

- To transform students' lives
- To work in partnership with our students
- To grow our institution
- To nurture our staff
- Add to knowledge and cultivate wisdom
- Serve our diverse community and the wider world

Job Description

Job Title:	Student Recruitment Officer
Grade:	Grade 5
Salary:	£26,444 - £29,605 per annum
Hours:	37 per week (plus significant out of hours duties at certain times of year)
Department:	Marketing
Reporting to:	Senior Student Recruitment Officer/Director of Marketing

Purpose of Post:

The post holder will deliver the recruitment strategy, building relationships with schools and colleges and developing links across the region. They will also take the internal experience of being at Newman University to schools, colleges and UK Fairs, as well as managing and delivering on-campus events, increasing the awareness of the university and driving applications to the institution. They will work across corporate and subject levels to develop working relationships with academic staff as well as School and College partners, and will act as an 'account contact' for specific schools and colleges.

1. Main responsibilities:

- Represent the university at a number of recruitment events, locally and nationally, attracting prospective students, including their families, giving them advice and guidance with regards to HE, promoting courses, giving further information regarding the university and allaying any concerns they may have.
- Promoting Newman's activities and the benefits of HE through non-traditional routes, such as community groups, youth groups, places of worship, employers etc
- Prepare and deliver presentations and workshops to a wide range of, and different sized audiences, including teachers/advisors, parents and prospective students
- Adhere to Health and Safety requirements, safeguarding, GDPR, CMA in the running of an attendance at events
- Organise and deliver on site campus visits at Newman University. This includes booking rooms, ambassadors and catering, in addition to organising a programme for the day and ensuring that any visitors with additional needs are accommodated, and anticipating any potential problems which may occur prior to the events and on the day of the on campus visits.

- To train wider members of the marketing team in areas such as delivering campus tours or specific presentations.
- Undertake appropriate training, including fire training, manual handling and first aid, CMA, safeguarding,
- To ensure all aspects of data protection (GDPR) are adhered to with regards to the collection and storage of prospective student data
- Keep abreast of issues surrounding HE keeping

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4. Person Specification

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
Educational Qualifications and Training	Educated to degree level or equivalent.	Application	Marketing related qualification.	Application
Relevant work experience and/or knowledge	Experience of working in a people focussed environment. Significant experience of public speaking and delivering presentations to large groups	Application/ interview	Experience of working in a HE/educational setting. Working with young people in an advisory capacity. Marketing experience.	Application/ interview
Relevant and/or Specific skills required	Excellent interpersonal and relationship building skills both internally and externally with senior members of staff. Excellent IT skills and experience in industry standard packages. Experience of delivering activities/services with an understanding of child protection and H&S legislation Excellent presentation skills.	Application/ interview/test	People management experience Training of teams of student ambassadors or equivalent Experience of event management Project management skills Budget management responsibilities	Application/interview
Personal qualities and attributes	Ability to communicate effectively and accurately in various written forms including reports, materials for applicants and promotional material. Ability to work as part of a team as well as work on own initiative.	Application/ Interview/test		

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General Terms & Conditions of Employment

This post is a full time appointment, offered on a permanent basis. It will be remunerated on the

Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. We only accept a CV as a supplementary part of the application process. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

Closing date for applications: 13th September 2024
Interview date to be confirmed

Job Applicant Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data of job applicants please refer to the [Privacy Notice for Job Applicants](http://www.newman.ac.uk/privacy-notices/#blueprint_5) available at www.newman.ac.uk/privacy-notices/#blueprint_5