Job Description

Job title: Access and Outreach Officer
Department: Tutorial
Reporting to: Admissions Coordinator
Responsible For: N/A
Location: Jesus College, Cambridge
Hours: 36.5
Holidays: 25 days annual leave, plus 8 bank holidays. On occasion it may be necessary to work public holidays, in which case a day in lieu will be given.
Salary range: £28,566 Jesus College Salary Scale Point 22

This job description is a guide to the work the post holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

ORGANISATION CHART

GENERAL OBJECTIVES

- To raise the profile of Jesus College and the University with suitably qualified students and those advising them, especially among groups and in geographical areas currently under-represented in Cambridge. To re-evaluate the way that the College delivers its successful Outreach programme and supports its link-area schools both in person and via virtual platforms.
- To contribute to Jesus College’s undergraduate recruitment strategies by extending and improving relationships with schools and colleges of all kinds throughout the UK, working
primarily within the London boroughs of Brent, Ealing, Westminster and in the Tyne and Wear area as well as three schools in Peterborough.

- The Access and Outreach Officer (AOO) will become a member of the present Admissions team, consisting of the Admissions Tutors, Admissions Coordinator, and the Senior Tutor. The post-holder will support the delivery of the College’s outreach aims and objectives.
- The AOO will provide administration service to the Admissions Coordinator during the busy periods of the Admissions Round.

**KEY TASKS AND RESPONSIBILITIES:**

**Schools Liaison Officer:**

- Coordination and delivery of the College’s year-round programme of activities. This will include:
  - Undertaking regular trips to the College’s link areas, and other areas as appropriate, to establish and to reinforce relationships.
  - Organising, planning and delivering the annual schools tour and HE+ scheme.
  - Organising, planning and delivering College-based day events.
  - Organising, planning and delivering the College’s residential events.
- Designing resources to be used online and via virtual platforms such as Zoom.
- Working with teachers, tutors and Higher Education (HE) advisers as well as prospective students and their parents.
- Maintaining good contacts with the Cambridge Admissions Office (CAO) Widening Participation team and other SLOs in Cambridge, to ensure access to current best practice, including attending meetings of the Schools Liaison Officers Group.
- Participating in CAO schools conferences and HE Fairs.
- Maintaining an up-to-date knowledge of the UK Higher Education sector.
- Accurately recording participant and activity data to enable successful evaluation of all college outreach events (making use of the Higher Education Access Tracker, HEAT).
- Attending the College’s Access Strategy Committee.
- Be aware of the broad implications of the Equality Act (2010) for undergraduate recruitment.
- Work with the Admissions Coordinator and Communications & Marketing Managers to deliver the College’s outreach and recruitment communications plan.
- To manage the running and recruitment of the Jesus College Ambassador Scheme.
- To maintain the database of school contacts, keeping information up to date and sending regular email bulletins/newsletters.
- To manage and maintain the schools and outreach pages of the Jesus College website and intranet (JNet).
- Assist in the upkeep and maintenance of the College’s online presence.
  - Updating sections of the College website and intranet (JNet).
  - Creating events listings and news articles as required Following training on GDPR guidelines, taking photos and logging quotes during events.
  - Supplying tailored content for the College’s main social media channels (Instagram, Facebook, X/Twitter).
- Assist in communicating the College’s outreach and recruitment plan.
- Writing information for prospective applicants.
Additional Information
- As directed by the Admissions Coordinator or Tutorial Department Manager, including cover for other team members as required.
- Provide administrative support when needed to the Admissions team in managing and coordinating undergraduate Admissions.
- Assist with the efficient running of interviews.

Practical Requirements
- The ADO must be willing and able to travel to the geographical areas within remit and be willing to work weekends and evenings when required.
- The position is based on an average working week of 36.5 hours per week, and although normally based around an office working day, there will be considerable flexibility required to adapt to the demands of the role and working patterns may therefore vary on a weekly basis.

Probation period
- The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be one months’ notice on either side.

Benefits
- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary.
- Membership of a healthcare cash plan.
- Free daily staff lunch when in College.
- Access to a range of family friendly policies and welfare support services, including maternity coaching.
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events.
- Cycle to work scheme.
- Use of the College Gym, Tennis courts and Library.

Equal Opportunities and Data Protection
- The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.
- The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply
- Please download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies
- Completed forms along with a copy of your CV must arrive by 5pm on Wednesday 27th March 2024. Please send completed forms to the HR Department at jobs@jesus.cam.ac.uk.