



Job Description for – Schools Liaison Officer

Line Manager – Outreach and Widening Participation Co-ordinator / Senior Tutor

PRINCIPAL RESPONSIBILITIES

1. Raise the profile of Emmanuel College with school students and teachers, and encourage applications from groups currently underrepresented in Cambridge, especially from UK maintained schools and colleges.
2. To provide liaison with schools and colleges, particularly in the Local Authority link areas for which Emmanuel is responsible: Sheffield, Essex, Thurrock & Southend-on-Sea. The SLO will also help co-ordinate and deliver many of the other outreach activities of the College such as school visits to Emmanuel, outbound visits to schools, and online programmes for students in these areas and beyond.
3. To assist the College's participation in outreach partnerships between Emmanuel, Cambridge University Admissions and third-party organisations and charities, including collaboration with other Cambridge and Oxford colleges.
4. To collaborate with the Admissions Office and contribute to the organisation of open days, and other recruitment events.
5. To help communicate information on access, outreach and widening participation both within Emmanuel College, through the College website, and social media.
6. Contribution to the strategic aims and development of outreach policy at the College, including via evaluation and reporting (including use of the Higher Education Access Tracker, HEAT).
7. Coordination with and support of Emmanuel College's Student Union Access Officers and recruitment of student helpers, including liaison with College payroll & HR.
8. To provide administrative assistance to the Admissions and Tutorial staff when needed, particularly at busy periods such as during the admissions round, mid-November to mid-December and exams period.
9. Any other duties and responsibilities which are compatible with the post of SLO which may from time to time be required.

The observance is required at all times of the college Equal Opportunities, Health & Safety and Computer Acceptable Use policies together with the college policy on the application of the General Data Protection Regulations. Copies of these policies will be given to the post holder as part of the induction process.

The candidate appointed will be required to undergo Enhanced Disclosure and Barring Service checking, as some of the work in this post will involve contact with young people, many of them under the age of 16.

PERSONAL SPECIFICATION	Essential	Desirable
Skills & knowledge	<ul style="list-style-type: none"> - Excellent communication skills both orally and in writing. - Ability to communicate at all levels and build strong working relationships with schools. - Knowledge of a University Collegiate system. - Commitment to widening participation in HE and an understanding of the issues affecting recruitment within the University. - Knowledge and interest in methods for building academic skillsets for competitive applications to HE institutions. - Reliable and flexible approach to work. - Excellent IT skills including MS Office. 	
Relevant Experience		<ul style="list-style-type: none"> - Experience working in access and outreach in either a paid or voluntary capacity, and/or working with young people.
Personal attributes	<ul style="list-style-type: none"> - Good team worker but also able to work unsupervised using own initiative. 	
Additional Requirements	<ul style="list-style-type: none"> - A willingness to travel within the UK. - A willingness to work evenings and additional hours outside of the normal working day as necessary including staying overnight for residential events and in hotels during outbound trips to schools. 	