

## Candidate Brief

# Recruitment and Pathways Manager

**Reference:** R190002

**Salary:** (Grade 8) £33,199 - £39,609  
per annum

**Contract Type:** Continuing

**Basis:** Full time

**Closing Date:** 23.59 hours GMT on  
Thursday 31 January 2019

**Interview Date:** Monday 18  
February 2019

EXCELLENT  
DIFFERENT  
DISTINCTIVE  
ASTON



# Job description

## **Job Purpose:**

The purpose of this post is to manage the University's UK Student Recruitment Team and create, implement and manage the University's new Widening Participation pathways programmes. Following appointment, this post will manage key stakeholder accounts linked to recruitment priorities, as well as launch the new pathways for the University. The post holder will manage a small team (under 10 staff) and will report to the University's Head of UK Recruitment and Outreach.

The pathway programmes will be aligned to some Aston University academic schools and will be a two year progressive programme. The focus of the pathways will involve raising aspirations and improving academic attainment for participants. Success will be evaluated through participants accessing Higher Education at the end of the pathway programme.

The post holder will be responsible for creating an innovative offer for pathway students, supporting their aspirations to higher education and working closely with the recruitment and outreach teams at the University to ensure the pathways compliment Aston's other outreach initiatives.

The post holder will also support the University's overall recruitment agenda, including attending recruitment events, have KPIs linked to recruitment and manage a case load of partner schools, this will involve being away from the office and attending events for significant portions of the role.

## **Main Duties/Responsibilities:**

- ▶ To line manage the Universities UK Student Recruitment Team and staff associated with the pathways programme. This will include supporting the departmental strategy and implementing new initiatives.
- ▶ To attend and co-ordinate recruitment events nationally with some limited international travel if necessary. The post holder will have KPIs linked to the recruitment of students from these partners.
- ▶ To create, implement and deliver a new set of pathways programmes for Aston University. This will include managing the school and student selection process.
- ▶ Work in collaboration with stakeholders from across the university to create an academic/ transitional university pathways programme.
- ▶ Overseeing marketing campaigns associated with the pathways programmes and recruitment activity by liaising with the marketing team.
- ▶ Meet targets involved in the recruitment and retention of students from year one to year two of the programme, as well as eventual enrolments of these students to undergraduate programmes.
- ▶ Evaluating the success of the pathways programme year on year.
- ▶ Responsible for measure and impact monitoring and reporting.
- ▶ Work closely with the SRO team and departments at Aston to source potential work experience placements and funding opportunities for students who are on the pathways.

- ▶ Manage limited budgets and financial reporting associated with the pathways programme - to include pay and non-pay.
- ▶ Liaison with external stakeholders such as school and colleges, alumni and third sector organisations e.g LEP.
- ▶ To oversee the gathering of data for evaluation purposes across recruitment activity and the University pathways, and to ensure all data is GDPR compliant.
- ▶ To support the overall widening participation strategy for the university including contributing to the Access and Participation Plan and annual monitoring return.
- ▶ Support the wider outreach and recruitment team with event attendance and programme delivery.
- ▶ Work closely with the Outreach manager to keep up to date with WP policies.
- ▶ Deputise for the Head of Recruitment and Outreach where appropriate including attending university level committees, planning groups and external committees

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	Educated to degree level	Application form
<b>Experience</b>	<p>Detailed knowledge of widening participation policies, regulations and issues</p> <p>Experience of organising and supporting student recruitment and outreach activities</p> <p>Substantial experience in an educational partnership setting including pathways programme experience</p> <p>Management experience</p> <p>Experience of managing a substantial budget (over £20k)</p> <p>The post holder should have experience of managing and implementing student-led activities such as mentoring and residential</p> <p>Experience of managing projects</p> <p>Experience of monitoring and evaluating projects, as well as the associated analysis and report writing</p>	Application form, interview and presentation
<b>Aptitude and skills</b>	<p>Excellent interpersonal skills, whether dealing with students, academic staff, external organisations, or other members of the department</p> <p>Excellent problem solving skills and a willingness to seek solutions to apparently intractable problems</p> <p>Ability to work independently and proactively in making and developing contacts employers, schools / colleges and to develop good working relationships</p> <p>Ability to work with University colleagues, develop good working relationships, and involve staff in the network and in making contributions to the learning activities it generates</p>	Interview and presentation

	Desirable	Method of assessment
<b>Education and qualifications</b>	Additional qualifications in education, widening participation or leadership	Application form

	<b>Desirable</b>	<b>Method of assessment</b>
<b>Experience</b>	Experience of implementing and delivering external funding bids	Application form, interview and presentation
<b>Aptitude and skills</b>	An understanding of the barriers to education that students from a widening participation background may face	Interview and presentation

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Rebecca Joyce

Job Title: Head of Student Recruitment and Outreach

Email: [r.joyce@aston.ac.uk](mailto:r.joyce@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working in Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection Act 1998:** Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <http://www.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.



Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr)

