



IMPACT

Student Recruitment Assistant (Maternity Cover)

Reference: R220298

Salary: £23,487 to £25,627 per annum (pro-rata). Grade 6, depending on experience

Contract Type: Fixed Term (31/03/2023)

Basis: Full Time

Job Description:

Job Purpose:

This role will be based in the Admissions, Recruitment and Outreach team and will work closely with the Student Recruitment Officer on the Student Ambassador Programme. The postholder will also support colleagues within the Recruitment team to deliver key Recruitment events such as in-school talks and campus visits as well as attending Open Days, UCAS fairs and HE fairs.

Main duties and responsibilities

- ▶ Liaise with the Student Recruitment Officer on the co-ordination of the Student Ambassador Scheme. Duties include developing a recruitment strategy, creating and delivering a comprehensive training programme, work allocations, registration, briefing, management of ambassadors at key events and processing payments.
- ▶ Attend Careers/HE Fairs and Options Evenings at local schools, colleges and academies to raise awareness of Aston University to students, teachers and parents.
- ▶ Contribute to and support the Student Recruitment Team with our large scale on campus events. These include Open Days, Applicant Visit Days and our annual Teacher and Advisers Conference.
- ▶ Provide talks and workshops at on and off campus events on subjects such as student finance, UCAS and personal statements, the benefits of higher education and any other required talks.
- ▶ Support the Student Recruitment Officers with their enrichment activities and events including any administrative and preparation support that is required prior to and during the event.
- ▶ Provide general enquiry support for the Student Recruitment and Outreach Office responding to undergraduate telephone and email enquiries, booking systems and data entry and reporting.
- ▶ Assisting with the promotion of events via the website and social media
- ▶ Helping collate budget costs for the Student Recruitment Officers and writing monthly reports on ambassador spend.
- ▶ Working towards KPIs to help the university meet its recruitment targets
- ▶ To work flexibly within the department to assist colleagues on events such as Graduation and Clearing.
- ▶ Assist with the provision of training and support where necessary to new staff members.
- ▶ To fulfil any other duties as appropriate for the role.

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
Education and qualifications	<p>Educated to degree level or have an equivalent qualification</p> <p>DBS clearance</p>	Application form
Experience	<p>Experience of working in an office environment</p> <p>Confident public speaker with experience of delivering presentations</p>	Application form, Interview
Aptitude and skills	<p>Excellent administrative, organisation and time management skills</p> <p>High level of IT proficiency, particularly with Microsoft Office (Word, Excel, PowerPoint)</p> <p>Excellent written and verbal communication skills and telephone manner</p> <p>Ability to plan and prioritise workloads and the ability to work to deadlines and on own initiative</p> <p>Able to work productively and flexibly as part of a team</p> <p>An understanding of working with young people and vulnerable adults and issues relating to safeguarding.</p> <p>Ability to write reports and understand targeting, monitoring and evaluation.</p>	Application form, Interview

	Desirable	Method of assessment
Experience	Previous experience of working within 13-19 education, further education or	Application form, Interview

	Desirable	Method of assessment
	<p>higher education in a recruitment or schools liaison setting</p> <p>Experience of supporting/organising recruitment and enrichment activities</p> <p>Experience of working in a customer facing role</p> <p>Experience of organising and delivering projects</p> <p>Experience of using web and social media to communicate events and activities</p> <p>Experience working towards KPIs</p>	
Aptitude and skills	An awareness of and empathy with the Widening Participation agenda and the University's obligations via its Access Agreement	Interview
Other	<p>Flexibility to work evenings and occasional weekends.</p> <p>Full UK driving licence.</p>	Application form

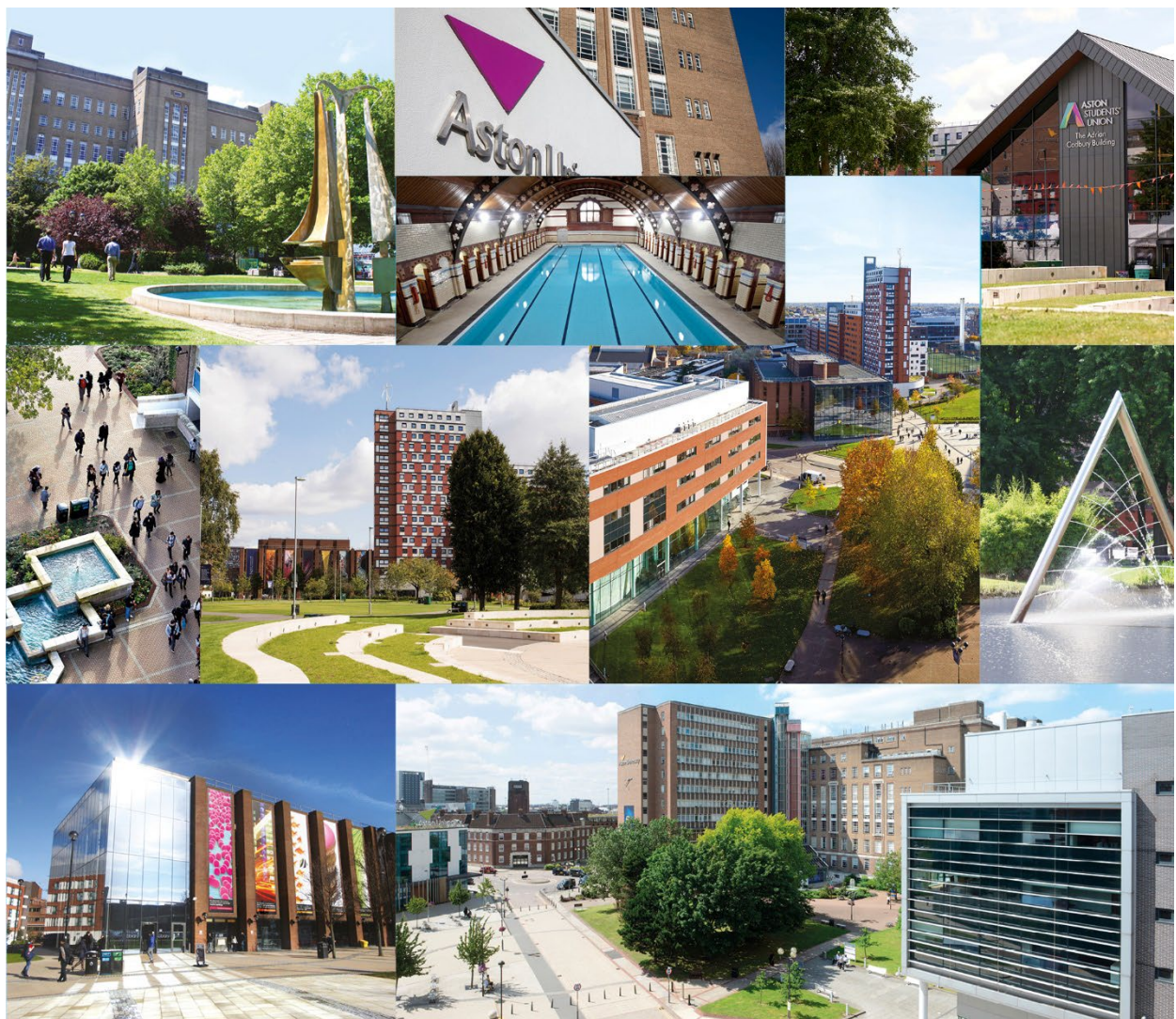
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 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 jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Hope Nightingale

Job Title: Student Recruitment Manager

Email: h.nightingale@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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 are applying for is listed as an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens) need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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 requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

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: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.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 <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

aston.ac.uk



**Where change
gets real.**