



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0764-26**

**Grade: 07**

**Salary: £31,236 to £36,636, per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full Time (plus significant out of hours duties at certain times of the year)**

## Job description

### Job Purpose:

The Student Recruitment and Outreach team is a dynamic, front-facing team whose responsibilities include meeting recruitment and widening participation targets through developing relationships with schools and colleges across the UK. The post-holder will support the delivery of outreach activity for the Aspire to Aston programme, working with students aged 14-16 to raise aspirations and attainment through sustained engagement with partner schools.

The role involves delivering talks, workshops and on-campus activities, to increase awareness of higher education opportunities. The post-holder will achieve this by building effective relationships with key stakeholders, including prospective students, teachers, school staff and parents/carers. They will work closely with internal and external stakeholders to design and deliver a range of outreach events and activities that support progression to higher education. They will also work closely with internal and external stakeholders to design and deliver a range of outreach events and activities, that support progression to higher education. Alongside outreach provision, the post-holder will also represent the University at national large-scale exhibitions to increase awareness of Aston and drive applications.

The team has a high-performance culture and would welcome applications from forward thinking, innovative and driven applicants who demonstrate a strong commitment to Aston University's ethos and values.

### Main Duties/Responsibilities

#### Evaluating performance

- ▶ To lead and deliver outreach activity for a targeted cohort of stakeholder school and colleges delivering against Access & Participation Plan objectives.
- ▶ To organise and co-ordinate a programme of outreach events with targeted schools, to raise aspiration and support attainment raising for 14-16 year olds and colleges as well as large scale exhibitions (such as UCAS Fairs).
- ▶ To develop and deliver innovative workshops and presentations to engage students, teachers and parents in schools, colleges and at large-scale exhibitions (such as UCAS fairs)
- ▶ To manage and maintain data for activity including evaluation, student data records and stakeholder data.
- ▶ To be responsible for increasing lead generation at all recruitment events attended.
- ▶ To represent Aston University at key stakeholder meetings and forums as appropriate.
- ▶ Contribute and support Open Days and other cross University recruitment and conversion events such as Clearing and Graduation.
- ▶ To fulfil any other duties as appropriate to the nature and grade of 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.
- ▶ 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>	<ul style="list-style-type: none"> <li>▶ A recognised undergraduate degree.</li> </ul>	Application form and interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Previous experience working within 13-19 education, further education or higher education.</li> <li>▶ Experience of working in a student recruitment, outreach or widening participation environment.</li> <li>▶ Excellent interpersonal, communication, and collaboration skills, with the ability to build relationships and work effectively with diverse stakeholders.</li> <li>▶ Ability to present to groups of varying sizes, with a clear and engaging presentation style.</li> <li>▶ Able to prioritise, plan and manage resources effectively and coordinate tasks and projects in an effective manner.</li> <li>▶ Experience of working with measures of success and KPIs.</li> <li>▶ Possession of full UK driving licence and willingness to drive for the University around the UK</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Excellent interpersonal, verbal and written communication skills.</li> <li>▶ Excellent IT skills, particularly Office 365</li> <li>▶ Ability to prioritise conflicting priorities and meet deadlines.</li> <li>▶ Ability to work collaboratively as part of a team, contributing to outstanding team performance, as well as on own initiative.</li> </ul>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ A professional marketing or postgraduate qualification</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Strong data literacy with the ability to acquire, interrogate and generate insights from multiple data sources.</li> <li>▶ Some supervisory experience</li> <li>▶ Experience of managing budgets and leading large-scale projects</li> <li>▶ Knowledge of issues facing the UK higher education sector</li> </ul>	Application form and interview
<b>Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>▶ Understanding of business intelligence applications including PowerBI.</li> <li>▶ Experience of using CRM systems, particularly Microsoft Dynamics 365</li> </ul>	Application form and interview

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

**Values + Behaviours**



**Innovation**

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



**Collaboration**

We work best when we are collaborative, working together to contribute to the Aston community.



**Ambition**

We strive together for improvement and innovation looking ahead to see the bigger picture.



**Inclusion**

We treat everyone in our community equally and how they would like to be treated.



**Integrity**

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## 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 [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Amy Slater-McGill

Job Title: Outreach Manager

Email: [a.slater-mcgill@aston.ac.uk](mailto:a.slater-mcgill@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 <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:** [Benefits and Rewards | Aston University](#)

**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 applying for is listed an exception under the act.

**Eligibility to work in the UK:** Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration [web page](#) for further details.

## **Before you start and Right to Work**

### Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

You can also use property search websites such as Rightmove or Zoopla.

## **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>

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