

Outreach Assistant



OPPORTUNITY

Where change
gets real.



Reference: 1098-26

Grade: 06

Salary: £27,319 - £29,588 per annum, depending on experience

Contract Type: Permanent

Basis: Full Time 36.5 hours (plus 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 support the Outreach Officer in 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 support the delivery of outreach activities for targeted stakeholder schools and colleges, contributing to the University's Access and Participation Plan objectives.
- ▶ To coordinate and deliver a programme of outreach events for targeted schools and colleges, including attainment-raising activities for students aged 14–16.
- ▶ To develop and deliver engaging, innovative workshops and presentations for students, teachers and parents in schools and colleges, adapting content to meet the needs of different audiences.
- ▶ Represent Aston University at large scale exhibitions nationwide.
- ▶ 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, Offer Holder 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
Education and qualifications	▶ A recognised undergraduate degree.	Application form
Experience	▶ Previous experience working within 13-19 education, further education or higher education. ▶ Experience of working in a student recruitment, outreach or widening participation environment. ▶ Excellent interpersonal, communication, and collaboration skills, with the ability to build relationships and work effectively with diverse stakeholders. ▶ Ability to present to groups of varying sizes, with a clear and engaging presentation style. ▶ Able to prioritise, plan and manage resources effectively and coordinate tasks and projects in an effective manner. ▶ Experience of working with measures of success and KPIs. ▶ Possession of full UK driving licence and willingness to drive for the University around the UK	Application form and interview

Aptitude and skills	▶ Excellent interpersonal, verbal and written communication skills. ▶ Excellent IT skills, particularly Office 365 ▶ Ability to prioritise conflicting priorities and meet deadlines. ▶ Ability to work collaboratively as part of a team, contributing to outstanding team performance, as well as on own initiative.	Application form and interview
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	Desirable	Method of assessment
Education and qualifications	▶ A professional marketing or postgraduate qualification	Application form
Experience	▶ Strong data literacy with the ability to acquire, interrogate and generate insights from multiple data sources. ▶ Some supervisory experience ▶ Experience of managing budgets and leading large-scale projects ▶ Knowledge of issues facing the UK higher education sector	Application form and interview
Aptitude and Skills	▶ Understanding of business intelligence applications including PowerBI. ▶ Experience of using CRM systems, particularly Microsoft Dynamics 365	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 23.59pm 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.

Contact information

Enquiries about the vacancy:

Name: Amy Slater-McGill
Job title: Outreach Manager
Email: a.slater-mcgill@aston.ac.uk

Enquiries about the application process, shortlisting or interviews: Recruitment Team via 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/salaryscales/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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

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**.

You can find further information about each of these visa routes on our candidate immigration 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 below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

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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