

Outreach Assistant

Job Description

The Role

Job title:	Outreach Assistant
Department:	External Relations
Responsible to:	Widening Participation Manager
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 3: £18,009 - £20,130 per annum
Hours:	35 hours per week
Term:	Fixed-term to 31 July 2022, full time (35 hours per week)
Relationships with:	RAU External Relations team, particularly recruitment and marketing colleagues; RAU academic staff; student ambassadors; prospective students; parents/carers; schools/colleges; careers advisors; HE partners; suppliers.

The Purpose/About the Department

To support the design and delivery of key outreach and widening participation programmes to increase diversity in student recruitment to the RAU, in line with our Access and Participation Plan. Target activities to under-represented groups in higher education, for example students from low progression areas, from minority ethnic backgrounds and from care backgrounds. To support the running of RAU's Student Ambassador programme, including training and supporting ambassadors, assigning work and processing timesheets. To support the wider student recruitment work of the team, including attending and delivering student recruitment activities with prospective undergraduate and postgraduate students and support the production of marketing materials where appropriate.

The post-holder will work collaboratively as one of two Outreach Assistants, whose roles will overlap and share responsibilities.

Key Responsibilities

- 1 Support the design and delivery of outreach and widening participation activities including taster days, school/college outreach, summer schools and Uni Connect outreach.

- 2 Design and deliver inspiring presentations and workshops (both face to face and virtual) to a range of audiences, including prospective students, parents/carers and teachers.
- 3 Represent the RAU at appropriate and targeted external recruitment events; including UCAS events, careers exhibitions, aspiration raising days and recruitment fairs.
- 4 Represent the RAU at a variety of virtual outreach and recruitment events, both internal and external.
- 5 Plan and support visits of school and college students to the RAU campus and assist Marketing and Student Recruitment colleagues with events such as open days, offer holder days, taster courses, shows, giving campus tours of the University to prospective students and their parents as required.
- 6 Contribute to the evaluation and monitoring success of all activities, and further develop the effectiveness of activities.
- 7 Build and develop effective working relationships with staff and students within the RAU's schools and college liaison network.
- 8 Use relevant systems to capture student data at events and, where appropriate, work closely with colleagues to contribute to the effective management of enquiries from prospective students through to enrolment.
- 9 Assist with project managing a team of RAU student ambassadors including the recruitment and on-going training and engagement of these students.
- 10 Assist colleagues with the production of targeted promotional materials.
- 11 Provide administrative support for widening participation and student recruitment work.
- 12 Undertake such other reasonable responsibilities and tasks assigned by the Head of Department and Line Manager commensurate with the grade of post.
- 13 Be willing and able to deliver events across the UK and Ireland including some evening and weekend work.

Person Specification

Requirements	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
The post holder must be able to demonstrate:		
Educated to Degree level or equivalent	E	A
Enthusiastic about higher education and able to excite potential students about its possibilities	E	A,B,C
Excellent communication and presentation skills, written and verbal, with the ability to communicate confidently over the phone, via email and face to face	E	A,B,C
Excellent customer service, interpersonal and influencing skills	E	A,B,C
Strong organisation skills	E	A,B
Proactive in approach and able to use own initiative	E	A,B
A flexible approach with the ability to undertake frequent travel and the ability to set up exhibition stands	E	A,B
Understanding of school/college qualifications and developments in UK secondary education, FE and HE	D	A,B
An understanding of widening participation and a strong enthusiasm for improving access to HE	D	A,B

Creative and innovative approach to work with the ability to come up with innovative and interesting ideas to engage prospective students	D	A,B,C
Empathy and the ability to relate to young people	D	A,B
Experience of creating promotional literature for online, print or social media	D	A,B
Recent graduate of the Royal Agricultural University	D	A
Knowledge of the land-based sectors	D	A,B

Special requirements

- The post holder will be required to regularly travel within the UK and be prepared to stay away overnight. Holding a full driving licence or equivalent mobility would be desirable.
- There will be a need for occasional work at weekends and evenings.
- Due to the nature of this role, the post-holder will be required to undergo the satisfactory completion of an enhanced DBS check.

General Responsibilities

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Application Process

If you are interested in applying for this role, please send:

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- **Closing date:** 26 September 2021
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.