

**Queens’ College - Job Description**

**Title: Widening Participation and Access Worker**

**Reporting to: Admissions Tutor**

**Head of Department: Head of Academic & Tutorial Services**

**College Officer: Senior Tutor**

**Overall Purpose of Job**

To support the Admissions Tutor and other Fellows of the College in promoting the College’s undergraduate and postgraduate recruitment strategy by improving and developing relationships with schools and colleges throughout the UK, as well as engaging directly with potential applicants. To assist with the administration processes in the Tutorial Department, ensuring that the department provides an effective and efficient service which meets the requirements of the College.

**Main Duties and Responsibilities include:**

* To support and develop the College’s access and outreach activities by building contacts with schools and colleges (i.e. mailings, personal correspondence with key individuals etc)
* Act as initial point of contact for outreach and access enquiries. Designated contact for university-wide access initiatives, including those supported by the Cambridge SU
* Recruitment of student helpers to assist with recruitment initiatives and conducting associated right-to-work checks, ensuring compliance with current regulations
* Initiate and carry out visits to schools across the UK
* Meeting with visiting prospective students, both individuals and school groups, and arranging further meetings with Fellows of the College as required
* Develop and maintain a database of schools and colleges with whom the College is in contact for student outreach and recruitment purposes
* Organise the College Open Days (in conjunction with the University Open Days).
* Organisation of school teacher seminars
* Assist the Admissions Tutor with the development of the Admissions pages on the College website; updating and editing the College’s undergraduate and postgraduate prospectuses and other admissions publicity material
* Liaise with College Fellows, colleagues in the Cambridge Admissions Office (CAO), and other Cambridge colleges (including attending meetings of the Schools Liaison Officers’ group) regarding access and recruitment
* Participate in CAO schools conferences and HE fairs throughout the UK, as required
* Assist as required with Admissions administration during busy periods for the Admissions team, particularly from October to December
* Develop the college’s strategy in relation to the recruitment of postgraduate students from WP backgrounds
* To undertake any other duties and responsibilities appropriate to the post as directed by the Head of Department and/or College Officer
* To undertake any other duties and responsibilities:

**Training and Development:**

As part of the process of achieving the department’s objectives, we are committed to training and developing our staff**.** You will be provided with all the relevant statutory training required for you to carry out your role safely. Any further training requirements which will aid your personal development will be discussed with you at an appropriate time.

**Person Specification**

Essential:

* Educated to degree level (or equivalent)
* Excellent interpersonal and communication skills
* Able to work independently, use initiative and make decisions
* Highly literate and numerate
* Ability to manage and prioritise own workload – able to work to tight deadlines
* Approachable, tactful, and diplomatic
* Excellent administration and computer skills including Word, Excel, databases, PowerPoint, Web design and editing, and good working knowledge of social media
* Able to work alone and as part of a team
* Awareness of the need for confidentiality
* Flexible, well-organised and ‘can-do’ approach to the varied and demanding workload
* Must hold a full, clean UK driving licence and be willing to travel across the UK

Desirable:

* Experience in a college or university environment, either as a student or through employment
* Able to deliver professional presentations to varied audiences
* Experience of recruitment and Access issues/initiatives

**Remuneration and Benefits**

**Hours of work:** 36.5 hours per week Monday to Friday. Where some evenings and weekend working may be required, hours are to be flexed in agreement with the Head of Department. Occasional overnight travel may be required. It is anticipated that the majority of the travel will be undertaken between February and July and some in September.

**Salary**: £26,356.47 - £27,596.10 per annum (depending on experience)

**Pension:** Membership of the College contributory, final salary pension scheme after qualifying period

**Holiday:** 26 days per annum plus public holidays (34 days in total)