SCHOOLS LIAISON AND OUTREACH OFFICER
Full Time 3-Year Post
Job Description

Job Title: Schools Liaison and Outreach Officer
Department: Student Services
Contract type: 3 years, full time
Salary: £24,000
Responsible to: Outreach Manager

St Catharine's College

Founded in 1473, St Catharine's College (affectionately known as 'Catz') is a welcoming, thriving and vibrant academic community of approximately 1,000 students, Fellows and staff located in the heart of Cambridge. As a College of the University of Cambridge, we are dedicated to academic excellence and to recruiting the most-able students, whatever their backgrounds, to join our teaching and research community.

Purpose of the role

This post has been established by St. Catharine's College to widen participation to Higher Education, the University of Cambridge, and the College. The post holder will be expected to initiate and develop relationships between St. Catharine's College and schools, and establish projects to encourage widening participation.

Key Responsibilities

- Work closely with the Outreach Manager to develop appropriate outreach projects on behalf of the College.
- Support Admissions Tutors and Admissions Administrator during admissions process, as appropriate.
- Initiate and maintain contacts with teachers and advisers in schools and cultivate long-term links with schools and colleges in link areas, particularly those who have little experience of sending students to Cambridge.
- Organise visits and events, including visits to Cambridge by teachers and students, and visits to schools/colleges by senior and junior members of the College.
- Work directly with pupils, teachers and parents/guardians to raise aspirations and to encourage applications to the University of Cambridge.
- Record, analyse and present data showing the impact of different schools liaison and widening participation activities.
- Help with the recruitment and training of student ambassadors.
- Assist with the organisation of College and University open days.
- Contribute to the outreach and admissions sections of the College website and help maintain the College’s outreach Twitter account.
- Liaise with Cambridge Admissions Office, Colleges, and Departments about initiatives being pursued by the wider University, and promote the involvement of St. Catharine's College in such initiatives.
Person Specification

Knowledge and experience:
- University graduate (or equivalent experience) preferred.
- Experience of the Cambridge undergraduate system or recent teaching experience and/or experience of UCAS admissions processes in the Cambridge context.
- Excellent presentational skills.
- Strong computing skills, including the creation and development of databases and spreadsheets.
- Demonstrable evidence of successful project management.
- Working knowledge of survey design, data collection and evaluation.

Personal skills and abilities:
- An enthusiasm for and enjoyment in working with young people.
- Ability to communicate easily with potential university applicants, their advisors, parents and with senior and junior members of St Catharine's and other colleges.
- An understanding and appreciation of the strengths and needs of young people in a range of socio-economically challenged areas.
- Ability to work independently, within the framework of the agreed admissions policies of the College and University.
- Ability to follow instructions accurately and to show initiative where appropriate.
- Excellent team-working and interpersonal skills including tact, discretion and influencing.
- Proven and demonstrable ability to maintain high working standards with close attention to detail, excellent communication skills and ability to deliver an outstanding provision.
- Willingness to work flexibly including some weekends, evenings, and overnight stays. The post-holder will also be expected to travel around the UK on occasion, mainly to the College’s outreach link areas: Suffolk, North Yorkshire, and Rutland.

The post-holder is required to undergo a satisfactory enhanced DBS check in this post.