

Job Description

Recruitment Events and Outreach Assistant

Outreach and Recruitment

Directorate of Outreach, Recruitment and Marketing



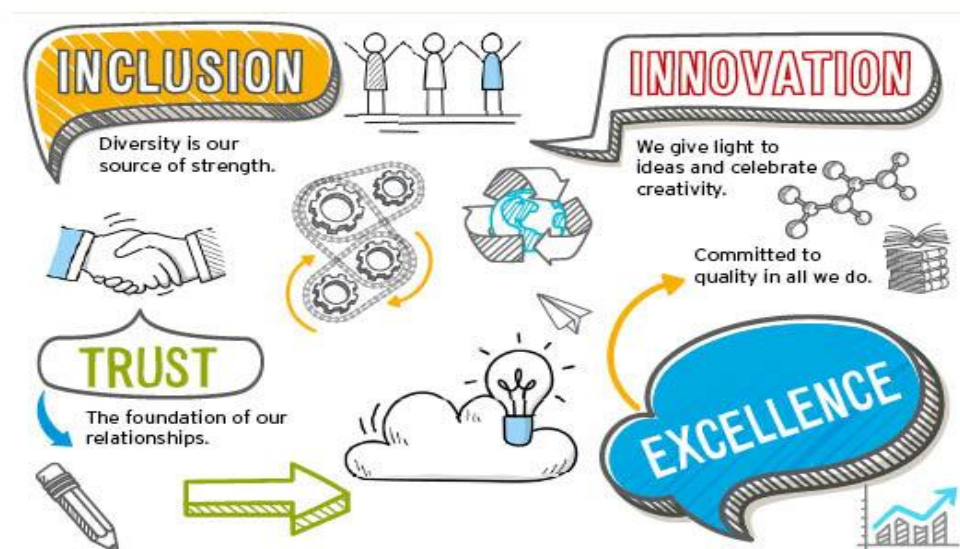
Brief summary of the role

Role title:	Recruitment Events and Outreach Assistant
Grade:	4
Faculty or Directorate:	Outreach, Recruitment & Marketing
Service or Department:	Recruitment Events
Location:	Richmond Building, City Campus
Reports to:	Senior Recruitment Events Officer
Responsible for:	n/a
Work pattern:	<p>20hr per week, 40weeks per year.</p> <p>Flexibility will be required in terms of days and weeks worked to align the role with university events and key periods when the team needs support.</p> <p>As recruitment events often take place during evenings or weekends, a flexible approach to working hours is required.</p>

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• GCSE English and Maths or equivalent (or equivalent experience).
Desirable	

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Experience in a front-facing customer service role.• An ability to work as part of a team with a wide range of colleagues across a large and complex organisation.• Administrative experience, including the ability to use a range of software packages.• Experience of the delivery of events, targeted at a wide range of audiences.• Experience of supervising temporary staff and/or student ambassadors.• Ability to demonstrate an inclusive approach to working with staff and students.• Good negotiation skills, to influence, persuade and network with colleagues within the team, the wider University and externally.
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	<ul style="list-style-type: none"> • A proven track record in excellent customer service and commitment to continuous improvement. • Good written and verbal communication skills.
Desirable	<ul style="list-style-type: none"> • Experience of working in a marketing or event assistant role. • Experience of supporting a range of large- and small-scale events and proactively suggesting areas for improvement. • Experience of working with internal and external colleagues to produce innovative and engaging marketing materials

Personal attributes

Essential	<ul style="list-style-type: none"> • Flexible and able to deal with conflicting and changing demands and priorities. • High level of personal motivation. • Capacity for personal reflection on own performance and contribution. • Demonstrable openness, integrity, honesty, cultural sensitivity, creativity and innovative approach to problem solving. • An understanding of the University's commitment to Equality and Diversity. • Committed to Continuing Professional Development.
Desirable	

Main purpose of the role

- The Recruitment Events and Outreach Assistant will support the successful planning and delivery of a wide range of on campus and virtual recruitment events including University Open Days, Experience Days, Taster Days, postgraduate events, campus visits and bespoke events for a wide range of stakeholders including schools, colleges and other external partnership organisations. The post holder will also support the Outreach and Recruitment Team to effectively deliver a high volume of outreach activities on / off campus and virtually.
- As recruitment events often take place in the evenings and weekends, the post-holder will require a flexible approach to working hours.
- This role will be offered 20 hours per week, 40 weeks per year. Flexibility will be required in terms of days and weeks worked to align the role with university events and key periods when the team needs support.

Main duties and responsibilities

1. Assist the Senior Recruitment Events Officer in the planning and delivery of a range of virtual and physical recruitment events including Open Days and Experience Days, that support the delivery of student recruitment targets.
2. Provide administrative support to update event action plans and schedules, ensuring that all information is updated in a timely and accurate manner.
3. Under the direction of the Senior Recruitment Events Officer work with key marketing personnel on the production of a range of marketing collateral and web copy to promote recruitment events, within the University brand guidelines.
4. Assist in the planning of recruitment events, including the organisation of event logistics such as programmes, locations / rooming, staffing and catering.
5. Support the operational delivery of physical and virtual recruitment events including the production of event attendance lists and working on event registration.
6. Under the guidance of the Recruitment Events Coordinator manage the organisation and delivery of the Higher Education school experience programme.
7. Be responsible for Student Ambassadors for HE Experiences including booking ambassadors, attendance at events, providing supervision and being the main point of contact during each event. Also supporting with the recruitment and supervision of student ambassadors for other events.
8. Support the Recruitment Events Coordinator in responding to enquiries about recruitment events from both internal and external stakeholders, providing clear and informative responses in a timely manner.

9. Under the direction of the Recruitment Events Coordinator, support the production of management information evaluation reports.
10. Provide administrative support for the team, for events and other meetings including agendas and minutes.
11. Record event expenditure in the event budget tracker.
12. Provide support to the wider team with administrative tasks such as stationery orders, laundry, travel bookings, and respond to enquiries in shared inboxes
13. To use CRM systems (including Salesforce) to ensure that accurate records of Outreach and Recruitment Events activities are maintained.
14. To support the maintenance and development of contact lists for target schools and colleges for the Outreach Team and assist with sending out key communications.
15. To prepare recruitment materials for staff and student ambassadors to take to events when necessary.
16. To support the set-up and delivery of Outreach webinars.
17. To support with Outreach social media activity.
18. Any other duties commensurate with the grade and nature of the role.
19. To demonstrate an ongoing commitment to Continuing Professional Development.
20. To ensure the delivery of exemplary customer experience at all events for enquirers and applicants, influencers and advisers.
21. Deputise for colleagues in the planning and running of events and outreach activities in their absence.