



Candidate Information

Position:	Domestic Recruitment and Events Officer
School/Department:	Faculty Office EPS
Reference:	23/111366
Closing Date:	Monday 6 November 2023
Salary:	£32,024 - £36,744 per annum
Anticipated Interview Date:	Friday 24 November 2023
Duration:	Fixed term for 12 months

JOB PURPOSE:

To contribute to the achievement of the Faculty Student Recruitment Hub (FSRH) objectives and Faculty global student recruitment targets within the framework of Strategy 2030. You will do this through the development and delivery of events and initiatives, promoting the Faculty to prospective students and other stakeholders.

MAJOR DUTIES:

1. Develop and manage the planning and delivery of successful recruitment events and initiatives for the Faculty.
2. Organise Faculty input to the delivery of the events programme such as Open Days, UCAS Fairs, Applicant Days, drop-in sessions, and campus tours, to achieve student prospect, application and enrolment numbers.
3. Develop relationships and work in partnership with post-primary schools and colleges to inspire and advise prospective students about study options available in the Faculty.
4. Provide one-to-one support to prospective students in relation to studying in the Faculty and assist in conversion of enquiries to applications.
5. Represent the University at targeted recruitment fairs, conferences, and events for prospective undergraduate and postgraduate students in line with the agreed strategy.
6. Work collaboratively with academic Schools within the Faculty to achieve an integrated recruitment approach.
7. Working with the Student Recruitment Manager, use recruitment and admissions-related data, and marketing and competitor information to support the achievement of Faculty recruitment targets.
8. Develop and maintain appropriate databases of prospective students and feeder schools. Work closely with the Digital Content Journalist to effectively personalise all communications, ensuring prospect students and leads are followed up in an appropriate and timely manner.
9. Work closely with the Domestic Recruitment and Events team to ensure that recruitment events are planned and managed to an agreed standard.
10. Undertake other duties and responsibilities to support the goals of the Student Recruitment Hub as required by the Student Recruitment Manager and other senior colleagues.

ESSENTIAL CRITERIA:

1. A degree, HND or NVQ level 4 qualification (or equivalent) in a relevant subject.
2. A minimum of two years' recent relevant experience in event management, sales, or student recruitment.
3. Demonstrable experience of developing and managing external relationships and partnerships.
4. Experience of working effectively in a target driven environment.
5. Exceptional planning and organisational skills.
6. Ability to analyse and interpret data.
7. Proficient user of MS Office packages and general confidence and aptitude with IT systems.
8. Good negotiating and motivational ability to build partnerships with a wide range of people.
9. Excellent communication skills.
10. Good verbal and written presentation skills together with an ability to explain complex issues.
11. Ability to work under pressure to meet targets and deadlines.

12. Commitment to providing high standards of service at all times.
13. Strong interpersonal skills with ability to provide advice and guidance on a one-to-one basis.
14. A proactive, energetic, customer-focused and results orientated approach.
15. Flexibility, adaptability, and the ability to work on own initiative and as part of a team.
16. Ability and willingness to work flexible hours to meet the needs of managing the service (i.e., evenings, weekends, and public holidays.)
17. Ability and willingness to undertake significant travel within the UK, EU, and international markets.
18. Full, clean driving licence or additional means to meet the requirements of the job role.

DESIRABLE CRITERIA:

1. Experience of working in an educational environment.
2. Experience of working with students or young people.
3. Experience of working with a customer relationship management (CRM) system.