

LEEDS TRINITY UNIVERSITY

JOB DESCRIPTION

JOB TITLE:	Community Engagement Officer - Bradford (0.6fte) (Fixed term)
DEPARTMENT:	Marketing, Communications and Recruitment
GRADE:	Grade 6 (points 23-29)
DURATION:	Fixed term for 12 months
SALARY:	From £27,511 per annum <i>pro rata</i>
LOCATION:	The postholder will be based at Leeds Trinity University, with regular travel across the Bradford District in particular.
HOURS OF WORK:	21 hours per week, working pattern to be agreed, with an element of home-working a possibility. The postholder will be expected to work flexibly and as necessary for the performance of the duties of the post.
RESPONSIBLE TO:	Student Recruitment and Outreach Manager
RESPONSIBILITY FOR:	Student Ambassadors when required
INTERNAL CONTACTS:	Staff and students of the University
EXTERNAL CONTACTS:	Schools Further Education Colleges Community Groups Pupils and their parents/carers Local and regional bodies and organisations
PURPOSE OF POST:	To help raise the profile of Leeds Trinity and achieve its student recruitment and outreach targets, particularly in relation to hard to reach communities. The postholder will be responsible for representing Leeds Trinity through the delivery of a range of activities in local communities, predominantly in the Bradford district

MAIN DUTIES AND RESPONSIBILITIES:

1. To manage and deliver community engagement relating to student recruitment and outreach within the Bradford District.
2. To plan, manage and deliver student recruitment events and activities based within the Bradford District including Community Days, Outreach Taster Days and Parent Information Evenings.
3. To identify, plan and represent the University at appropriate Higher Education (HE) events (undergraduate and postgraduate).

4. To monitor, review and report on the impact and effectiveness of all community-based student recruitment activity and make recommendations to inform future strategy and development.
5. To maintain and develop relationships with targeted schools and colleges in the Bradford district, their students, advisors and headteachers to increase applications to the University and support widening participation and other related activities.
6. To have oversight of the day-to-day operational running of the schools and colleges liaison activities taking place in Bradford.
7. To design and deliver community-based presentations, workshops and other activities within schools, colleges and the community to prospective students and their key influencers such as parents, teachers, careers advisers and faith and community leaders.
8. To undertake project work in support of widening participation and the local widening participation partnership, such as the planning and delivery of relevant events and other widening participation activities.
9. To build partnerships with key community groups within Bradford e.g. particular faith groups.

General Duties

10. To collaborate with Marketing and Communications colleagues to ensure communications relating to schools and colleges, on-campus and off-campus events and widening participation activities are audience-focused, timely and effective.
11. To record, monitor and report on expenditure relating to the postholder's specific area of work.
12. To support other areas of outreach and student recruitment work as required.
13. To apply the University's Equality, Diversity and Inclusion Policy in the postholder's own area of responsibility and in his/her general conduct.
14. To carry out any other duties, commensurate with the grade of the post, as directed by the Student Recruitment and Outreach Manager or designate.

This job description is current on the date indicated below. It is liable to variation by the Vice-Chancellor in order to reflect or anticipate University developments and changes in the post.

November 2019