SCHOOLS LIAISON OFFICER
(3 year fixed term post)

General Background

Fitzwilliam College is a dynamic, international community committed to developing the talents of all its students, the support of young academics and the training and professional development of its staff. It is one of the 31 colleges of the University and is a large community with around 475 undergraduates, 275 graduate students, 56 Fellows and more than 100 staff.

The College is first and foremost an educational establishment. It recruits and teaches undergraduate and post-graduate students from all over the world, holds open days for schools and prospective applicants and arranges subject conferences for teachers. It also keeps in touch with an alumni base of over 8000, arranging events and reunions, and runs a thriving conference and catering business with an annual turnover of approximately £1.3m, hosting over 150 conferences a year, many of which are residential; academic related functions are a regular feature of College life during Term.

Summary of the role

The Schools Liaison Officer will work with the Admissions Tutors and the Admissions and Outreach Co-ordinator to implement and develop an effective and targeted outreach programme that helps the College to attract the widest possible field of undergraduate applications, particularly from currently under-represented groups. The post holder will be reporting directly to the Admissions and Outreach Co-ordinator, and work closely with the Admissions Tutors and other members of staff.

Responsibilities

- Take an active role in the ongoing development of the College’s Widening Participation strategy for both in-person and online interventions and events, in collaboration with the Admissions and Outreach Co-ordinator, the Admissions Tutors, and the College’s Admissions Committee.

- Become familiar with the course content and admissions requirements of all Cambridge undergraduate degrees, and with all aspects of the Cambridge undergraduate admissions process. Ensure that this knowledge is up-to-date and consistent with any changes to the admissions process and course content.

- Work with schools in the Fitzwilliam Link Areas (Cumbria and Cheshire and the London boroughs of Hammersmith and Fulham) and beyond; this will involve in-person visits to the area to deliver talks, and run workshops and conferences with pupils, students, and teachers, as well as the creation, promotion, and running of online webinar events. Some of these events will necessarily take place in the evening. If they are in person, occasional late-night travel and overnight stays may be necessary.

- Encourage, organize, and run visits to Fitzwilliam from schools, including supporting the JCR committee to run the link area JCR Shadowing Scheme in November.
Maintain an up-to-date database of information and contacts, and build working relationships with teachers in target schools.

Take the lead in organizing and running existing targeted outreach programmes, such as the Y11 BME Programme, Cambridge Application Programme, and the Marlborough Partnership Project, as well as planning new initiatives in conjunction with the Admissions and Outreach Co-ordinator.

Liaise with Directors of Studies to manage existing Fitzwilliam Essay Competitions, and set up new competitions in line with the College’s Widening Participation strategy.

Support the Admissions and Outreach Co-ordinator in running College and University Open Days (April, July, September), as well as other outreach events organized by the Admissions and Outreach Co-ordinator such as Year Group Open Days and Subject Taster Days.

Oversee the College’s use of the UniBuddy peer-to-peer platform. This involves regular hiring and training student ambassadors, daily monitoring of student conversations, responding to student queries, eliciting regular and diverse student submissions of blog/video material, and managing ambassador payment.

Recruit, train, and manage a community of undergraduate student helpers (Fitz Delegoats), including identification of appropriate individuals to take part in college events, and ensuring that all payments are processed in a timely manner.

Work with the undergraduate-elected Target & Access Officers to encourage and facilitate the involvement of the College’s own students in outreach initiatives, and with the Admissions Tutors to encourage and facilitate the involvement of Fellows and Bye-Fellows.

Ensure that all College outreach activities are fully evaluated, and that the data produced from evaluation is available to feed into the College’s Widening Participation strategy.

Keep accurate records of all College outreach activities via the HEAT (Higher Education Access Tracker) database, and meet University deadlines for data submission.

Attend the Admissions Committee meetings which takes place termly, and prepare outreach reports and statistics this Committee and for other College purposes as needed.

Collaborate with the Director of Communications and Engagement and Admissions and Outreach Co-ordinator in providing regular and compelling content for the College’s outreach social media accounts (Facebook, Twitter, Instagram) and web pages, including video content.

Join the Schools Liaison Officers Group (SLOG) network and work alongside the other Schools Liaison Officers in Cambridge and with the outreach and recruitment teams in the Cambridge Admissions Office (CAO), for instance in attending Higher Education Fairs and Conferences in the UK to represent the University as a whole.

Provide occasional administrative assistance to the Admissions Officers as needed throughout the year, and especially during the interview period (November-December). Recruit, train, and oversee student interview helpers, including managing their schedules and payments.
Desirable Skills

☐ Educated to degree level.

☐ Experience of taking part in widening participation initiatives in a higher education setting, either through previous employment or alongside studies.

☐ Knowledge of the courses and style of teaching offered at Cambridge University, as well as the admissions procedures of the University and its Colleges.

☐ Knowledge of the UK secondary education sector.

☐ Excellent interpersonal, communication, and presentation skills (verbal and written).

☐ Strong computing skills, including the creation and development of databases and the use of Microsoft Word, Excel and Powerpoint, and familiarity with video conferencing and collaboration platforms (Teams, Zoom, Whereby etc.).

☐ Knowledge and experience of using social media platforms (Facebook, Twitter, Instagram) and a working knowledge of video editing software (e.g. VideoPad, iMovie, Final Cut).

☐ Ability to work unsupervised and to take the initiative as well as working as part of a team.

☐ A clean driving licence and/or the willingness to travel in the course of visits to College link areas.

☐ Willingness to work outside of normal office hours when required, including occasional weekend work.

The jobholder is expected to observe the college’s Equal Opportunities, Child Protection and Health and Safety Policies at all times.

The candidate appointed will be required to undergo a DBS check as much of the work in this post will involve contact with young people, many of them under the age of 16.

The successful applicant will need to make regular trips to College link areas, host visits to the College by school groups and manage a number of annual events. Some evening and weekend working will be required to fulfil the requirements of the post. Please note that all references to in-person events and travel are dependent on government Covid-19 regulations, as well as University and College policy and the policies of individual schools.

Conditions of employment

Funding has been approved for this position for a fixed-term of three years, commencing in early September 2021. The appointment is subject to an initial six-month probationary period.

This is a full-time position working 36.5 hours per week, mainly Monday to Friday. However, this is not a fixed-hours post (i.e. not 9am to 5pm) and the ability and willingness to adopt a flexible approach to working hours is expected. The post-holder will be required to work hours outside the normal working week or additional hours during college specific events. There is also a requirement to work on Open
Days, some of which are scheduled on Saturdays (up to 4 in an academic year). Extra time worked is compensated by time off in lieu at single time to be taken at quieter periods. It should be noted, however, that time spent travelling to visit schools and link areas is an integral part of the responsibilities and is not eligible for time off in lieu.

The salary will be around £24,161.37 per annum. Other benefits include 33 days’ annual leave (including Public Holidays), enrolment into a Group Personal Pension scheme and free lunch on duty.

Any offer of employment will be subject to evidence of the right to live and work in the UK.

**Application Procedure**

To apply, please forward a completed application form to: Susan Kay, HR Officer, Fitzwilliam College, Storeys Way, Cambridge, CB3 0DG, or by e-mail to: hr@fitz.cam.ac.uk.

The closing date for applications is 25th June. Interviews will take place on 12th July 2021.

For further information or an informal chat about this position, please contact hr@fitz.cam.ac.uk in the first instance.

The College values diversity and is committed to equal opportunities in the recruitment of its Fellows, Students and Staff.

In applying for this vacancy, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy: https://www.fitz.cam.ac.uk/about/official-information/data-protection