Student Recruitment, Admissions and Outreach Coordinator
Hull York Medical School
Closing date: 13 January 2019
Interview date: 4 February 2019
Vacancy reference: 7253
INTRODUCTION

The joint medical school of the Universities of Hull and York, Hull York Medical School has a reputation as one of the UK's most exciting, contemporary schools. It was established in 2003 – combining York’s strengths in biological science and health sciences and Hull’s Postgraduate Medical School and large clinical base. Since it was established, it has been inspiring doctors and academic leaders of the future with the research, skills and knowledge they need to look at things differently and advance improvements in healthcare around the world.

An exciting opportunity has arisen for a Student Recruitment, Admissions and Outreach Coordinator to join the Student Recruitment and Admissions Team. The successful candidate will take a leading role in the organisation and delivery of key admissions, student recruitment, widening participation and outreach events and activities.

This role will support admissions decision making, the enhancement of the applicant experience, increased diversity of the applicant cohort and improvement in applicant conversion. The post holder will support delivery of the Medical School's strategy to recruit from the local communities and widening participation in higher education, particularly the study of medicine.

The successful applicant will be expected to develop detailed knowledge in these areas of activity, be a proactive team player, with outstanding communication skills, excellent attention to detail, a flexible approach and the ability to work independently in a highly demanding environment.

This role reports to the Widening Participation and Outreach Officer.

The postholder will be based at the University of York with an expectation of regular work from the Hull campus, and across the Hull York Medical School region supporting events.
Main purpose of the role
To undertake a range of specialised, administrative activities that contribute to the effective and efficient operation of a section/service within the overall department.

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

- To co-ordinate the delivery of key admissions, student recruitment, widening participation and outreach events and activities, including but not limited to;
  - Lead on the delivery of interview days including supporting recruitment, organisation and liaison with internal and external interviewers, as well as production of timetables, badges and registers for candidates and interviewers.
  - Support the planning and delivery of the week long summer residential programme including reviewing applications, activity planning and delivery, organising transport, room bookings and catering.
  - Co-ordinate and support the delivery of widening participation and outreach events throughout the year for schools and colleges, including preparing for and delivering internal and external visits, activities, conferences and the Pathways to Medicine programme.
  - Co-ordinate and support the delivery of Student Recruitment events including Open Days, Visit Days and Higher Education events at schools and colleges.

- Support the team's attendance at externally organised recruitment events for example UCAS fairs and Medlink.
- Take a lead on the recruitment, training and deployment of student ambassadors engaged in events across the remit of the team.
- Participate in the initial academic screening of programme applications, advising the Admissions Tutor and Programme Leads on interpreting guidelines on educational equivalences, and advising on University procedures.
- To maintain close working relationships with the Marketing and Communications team as well as other professional services teams, Student Recruitment, Admissions and Schools and Colleges Liaison teams at both Universities, and with external organisations such as the Medical Schools Council.
- Support the evaluation and review of events and processes across the remit of the team.
- Provide information, advice and guidance to prospective students, their advisors, colleagues and members of the public regarding applications to Hull York Medical School programmes. Enquiries may be face-to-face, by telephone, email or other means of correspondence.
- Contribute to the writing, development and maintenance of promotional literature for a variety of media including applicant communications and newsletters, working with the School’s Marketing and Communications Team to ensure these reflect the School’s brand and visual brand.
- Contribute to related reviews or projects.
- Any other duties commensurate to the grade.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include three passes at A level, or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<td>Degree level qualification or equivalent</td>
<td>Desirable</td>
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<td>Full clean driving licence</td>
<td>Desirable</td>
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### Knowledge

- Understanding of widening participation issues and practice in higher education | Desirable             |
- An understanding of the UK Higher Education system                           | Essential             |
- Familiarity with UCAS admissions processes                                    | Desirable             |
- An understanding of equal opportunities, the General Data Protection Regulation (GDPR), the Freedom of Information Act and how these relate to personal information | Essential             |
- Knowledge and awareness of legislation and the Health and Safety of students and Safeguarding Children issues | Desirable             |
- An understanding of the complexities of national and regional widening participation and higher education progression agendas | Desirable             |
- Knowledge of admissions procedures and processes                             | Desirable             |
- Knowledge of factors affecting applicant choice in a competitive environment  | Desirable             |
- Knowledge of legislative requirements impacting admission to HE              | Desirable             |
- An awareness of UKVI Tier 4 policies and how these apply to International student recruitment | Desirable             |

### Skills, abilities and competencies

- Able to review procedures and processes, ensuring they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed changes | Essential             |
- Initiative and problem solving skills                                         | Essential             |
- Ability to write clearly and succinctly, for reports and publication, including web publication | Essential             |
- Ability to perform under pressure                                             | Essential             |
- Demonstrable ability to work as part of a team                                | Essential             |
- Excellent IT skills, including use of Microsoft office and complex databases and the ability to learn new systems and software | Essential             |
- Commitment to data quality                                                    | Essential             |
- The ability to communicate in an appropriate and professional and effective manner to a variety of audiences, including potential applicants, parents, colleagues and other stakeholders | Essential             |
- Ability to identify and analyse trends                                         | Desirable             |
- Excellent interpersonal skills and the ability to build effective working relationships both internally and with external organisations | Essential             |
## PERSON SPECIFICATION

### Experience

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<tr>
<th>Essential / Desirable</th>
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<tr>
<td>Essential</td>
<td>Evidence of experience in a busy office environment covering a broad range of planning, coordination and administrative tasks</td>
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<td>Essential</td>
<td>Experience of organising and running events</td>
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<td>Essential</td>
<td>Experience of targeting, monitoring and evaluation in relation to events</td>
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<td>Desirable</td>
<td>Experience of working to promote higher education among widening participation target groups – and / or – experience of interpreting and applying candidate selection criteria fairly and consistently</td>
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<td>Desirable</td>
<td>Experience of managing budgets and financial record keeping</td>
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### Personal attributes

<table>
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<tr>
<th>Essential</th>
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<tr>
<td>Essential</td>
<td>Demonstrable initiative</td>
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<tr>
<td>Essential</td>
<td>Organised and flexible, able to prioritise</td>
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<td>Essential</td>
<td>Highly motivated, able to work independently or as part of a team</td>
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<td>Essential</td>
<td>Keen to provide a high standard of customer service</td>
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<td>Essential</td>
<td>Excellent attention to detail and accuracy</td>
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<td>Essential</td>
<td>Conveys a positive attitude</td>
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<td>Essential</td>
<td>Ability to work flexibly to deadlines and manage competing demands</td>
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<td>Essential</td>
<td>Professional, diplomatic and confident in dealing with a wide range of people and situations</td>
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<td>Essential</td>
<td>Willingness to work occasional weekends and evenings</td>
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<td>Essential</td>
<td>Willingness to travel to meetings, recruitment and other events</td>
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THE DEPARTMENT

Hull York Medical School is committed to transforming the health of people with the region and beyond - through its students, staff and the impact of its teaching and research. Its vision is to offer a leading and internationally known medical education that produced excellent doctors equipped with the knowledge and skills needed to respond to challenges within healthcare and to transform patient care. In an increasingly complex and competitive environment, it is essential that the School recruits the best students and deliver an efficient, fair and customer-focused admissions service to candidates.

The Student Recruitment, Admissions and Widening Participation Team support the School's achievement of its vision by raising awareness of Hull York Medical School amongst prospective students, their agents and advisors and managing the admissions process for undergraduate, postgraduate and intercalated studies applicants. The team is also committed to raising aspirations, supporting young people's choices and encouraging progression into medicine and other medical careers through a programme of Widening Participation and Outreach events.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7253
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 13 January 2019

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to paul.docherty@york.ac.uk or alex.mansfield@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835