Student Recruitment and Outreach Co-ordinator

Department: Hull York Medical School

Hours of work: Full time/37 hours a week

Contract type: Fixed Term until 31 August 2023

Salary: £26,341 - 32,344 a year
Main purpose of the role

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.

The Student Recruitment and Outreach Coordinator fixed term position will join the wider to join the Student Recruitment, Admissions, Widening Participation and Outreach 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. The postholder will also play a leading role in the organisation and delivery of key admissions and student recruitment events and activities.

Condition of Employment

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.

Key responsibilities

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

1. Role Specific Responsibilities
   - Coordinate the delivery of key admissions, student recruitment, widening participation and outreach events and activities. This will involve: supporting event planning, timetabling and room bookings; creation of printed and digital resources; recruiting and training event support staff; organising transport and catering; and any other necessary event admin. Examples of these events include but are not limited to: Open Days, Visit Days, applicant interview days, summer school and residential programmes, external visits and conferences.
   - 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.
● 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.

● Applicants are expected to show a commitment to diversity, equality and inclusion, and work in line with the School’s values of – everyone counts, pursuing excellence, socially responsible and collaborative. This includes undertaking mandatory equality and diversity training and adhering to the principles outlined in the UK Medical School’s Charter on So-Called ‘Conversion Therapy’ and the British Medical Association (BMA) racial harassment charter for medical schools.

2. University of York Responsibilities for Grade 5

Service and Operational Delivery

● Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.

● Deliver services to standards set by others, using initiative and independent action to meet service needs.

● Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.

● Where appropriate, solicit customer views on the nature and quality of the service provided.

● Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.

● Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement

● Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.

● Contribute to and/or initiate the development and improvement of methods of service delivery.

● Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.

● Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution

● Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.

● Carry out investigations, searches and research information and data to identify trends and patterns.

● Analyse data and statistics and provide reports for higher level decision makers.

● Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication

● Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
• Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
• Engage with external peers and specialists to exchange knowledge and information.
• Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
• Collaborate with team members to identify and implement service improvements or alterations.

Governance and Oversight

• Implement and monitor recognised procedures to ensure compliance.
• Provide training to team members on procedure e.g. data handling and recording.
• Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation

• Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
• Contribute to longer term plans/programmes of work.
• Plan and organise small scale projects.
## Person specification

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>An understanding of the UK Higher Education system and factors affecting applicant choice in a competitive environment</td>
<td>Essential</td>
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<tr>
<td>Experience of targeting, monitoring and evaluation in relation to events</td>
<td>Essential</td>
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<tr>
<td>Experience of organising and running events</td>
<td>Essential</td>
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<tr>
<td>Willingness to work occasional weekends and evenings and travel to events</td>
<td>Essential</td>
</tr>
<tr>
<td>Familiarity with UCAS admissions processes and admissions procedures and processes</td>
<td>Desirable</td>
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### University of York Person Specification for Grade 5

#### Qualifications:

Level 3 qualification. ([Qualifications at this level include A levels. Please view the full list](#)]. We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

#### Skills - demonstrates the ability to:

- Manage small-scale projects
- Gather, analyse, interpret and report data/information
- Use digital technologies including Google applications and/or Microsoft Office
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools

#### Behaviours:

- Works collaboratively with others
- Delivers a quality service
- Develops self and others
- Actively champions respect, inclusivity, equality and diversity
- Identifies and implements continuous improvement