



<b>Job Description &amp; Person Specification</b>	
<b>Post title:</b> Schools Liaison and Transition Associate	<b>Post No:</b>
<b>School or Department:</b> Centre for Student and Community Engagement	<b>Date created:</b> February 2021
<b>Grade:</b> £23,500 p/a (Grade E)	<b>Hours per week:</b> 37
<b>Fixed term end date</b> (if applicable):	
<b>Other requirements of the role:</b>	
<b>Immediate line manager:</b> Amy Manktelow	
<b>Title &amp; Grade of posts line managed by postholder:</b>	

**Job purpose:** To provide support to the Schools Liaison Team in the delivery of Nottingham Trent University's (NTU) programme of schools liaison and recruitment activities. To provide operational and logistical support to the Transition Team in their events and activities which support the transition process for students commencing their studies, ensuring particular focus upon underrepresented groups and those most likely to experience additional barriers to successful transition into higher education.

**Principal duties and responsibilities:** The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

- To represent NTU at large Higher Education events across the UK. This will involve giving out appropriate IAG (Information, Advice and Guidance) on NTU and the higher education sector as a whole.
- To support the shared recruitment activities and events of Centre for Student and Community Engagement (CenSCE) and Communications, Admissions, Marketing and Student Recruitment (CAMS), such as:
  - summer residential and other outreach initiatives.
  - University Open Days and Clearing.
- To make sure that administrative tasks related to the planning and organisation of the Schools Liaison team are completed. This includes managing resources and booking hotels and transport for events.
- To support in the logistical and operational arrangements of the wide range of Transition activities, including but not limited to:
  - NTU Welcome activities, including trips, events, residential experiences and call campaigns
  - NTU Work Experience
  - NTU Progression
  - NTU Prepare
- To work collaboratively within the Department to support delivery of cross team objectives.
- To record quantitative and qualitative data on activities to an agreed format for monitoring and evaluation purposes.

Representing the function to the wider University and NTU externally on matters relating to the role:

- Establishes confidence and respect for the function, arising project work and personally for the Graduate.
- Acts as a positive ambassador and advocate of the Graduate Development Programme.
- Undertakes additional required work, tasks, projects and development opportunities alongside the Graduate role in conjunction with other Graduates participating in the Development Programme.

**N.B.** The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

## Personal Attributes

Attributes	Essential	Desirable
<b>Knowledge</b>	<p>Knowledge of the benefits of going to university</p> <p>Knowledge of the process of applying to university</p> <p>Good operational knowledge of Microsoft Office</p>	<p>Knowledge of the issues which affect progression to higher education (HE)</p> <p>Knowledge of the disparities in progression and attainment of different student groups across the higher education sector</p>
<b>Skills</b>	<p>Ability to empathise and engage with students and pupils from a diverse range of backgrounds</p> <p>Excellent and engaging presentation skills and ability to deliver and engage to a range of audiences</p> <p>Ability to work independently, as well as part of a team</p> <p>A positive attitude towards, and the ability to adapt and react to changing priorities and last minute requests</p> <p>Ability to complete tasks promptly and accurately.</p> <p>Willingness to contribute to team objectives with creativity and enthusiasm</p> <p>A quick learner who is adaptable and flexible.</p>	<p>Excellent and engaging presentation skills</p>
<b>Experience</b>	<p>Experience in a customer facing role</p> <p>Working in a positive team environment</p> <p>Experience of communicating with people from diverse backgrounds.</p>	<p>Experience of working with students or young people</p> <p>Experience of delivering engaging presentations</p>
<b>Qualifications</b>	<p>2:2 or higher degree from NTU within the last 2 years</p>	<p>ECDL / RSA level 2 in word processing or equivalent</p>

<b>Competencies</b>	
<b>Essential Competencies</b>	<b>Desirable Competencies</b>
<p><b>Team working (Level 2)</b> Contributes to team development, seeking and testing improvements to the team's outputs/service.</p> <p><b>Customer focus (Level 2)</b> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction</p> <p><b>Communicating and influencing (Level 2)</b> Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p><b>Organisation and Delivery (Level 2)</b> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p><b>Adaptability (Level 2)</b> Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work.</p>	<p><b>Creativity and Innovation (Level 1)</b> Seeks out, reviews and integrates new ways of working into role.</p> <p><b>Communicating and influencing (Level 2)</b> Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p>

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

**Job Description and Person Specification created by (post title):** Amy Manktelow (Project Support Officer and PA to the Director

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