

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD.**

JOB DESCRIPTION

Post Title: Schools Liaison Officer

Grade: CSS Scale 5/6

Post Number: CS0437P

Date: May 2019

Line Manager: Head of Library & Careers Guidance
Directorate: HR and Student Support Services

Daily Supervision: Careers Guidance Team Leader
Unit: Library and Careers Guidance

Job Purpose:

To provide the College Schools Liaison service, liaising with and developing relationships with feeder schools in Lincolnshire and Nottinghamshire. To ensure the College engages with schools, influences teachers and prospective students about the benefits of studying at Lincoln College through a range of activities.

Principal Duties and Responsibilities:

1. Promote Lincoln College both on and off-campus by organising, delivering and evaluating a variety of recruitment, outreach activities, designed to increase the number of applications and enrolments to the College
2. Contribute to the development and implementation of a programme of imaginative, relevant and targeted activities and events designed to raise awareness of the opportunities to study at Lincoln College
3. Prepare and deliver engaging presentations and workshops for a variety of stakeholders including prospective students, applicants and other key stakeholders in the student recruitment process and coordinating the relevant literature for and promotion of these events.
4. Attend recruitment fairs in schools and colleges, providing accurate information on the College and its courses to prospective students
5. Keep actively informed of trends and developments in secondary and vocational education and providing suggestions as to what activities and resources Lincoln College could offer in response to these
6. Work with the Careers Guidance Team leader to proactively target appropriate schools to work with for both the development and delivery of Schools Liaison activities
7. Along with the Team Leader manage and develop a network of key contacts in designated target schools and other educational organisations in support of Lincoln College's recruitment and outreach activities.

8. Run and assist with on and off-campus events including Open Days, School Visit Days, Taster Days, and Road Shows
9. Review the effectiveness of individual activities on an on-going basis in line with set evaluation processes and criteria, and reporting these as part of the annual review and monitoring process
10. To work under the direction of the Careers Guidance Team Leader to provide a comprehensive, confidential and impartial careers and education information, advice and guidance service to students and clients in one to one and group settings.
11. To liaise with the HE Team on schools liaison activities to ensure a joint approach.
12. To work with other staff to assist in the organisation of careers events and other promotional activities and to participate at such events. This will include occasional evening and weekend work.
13. Accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility
14. Maintain professional standards and expertise by undertaking relevant professional development.
15. Maintain quality standards appropriate to the post.
16. Conform with the Health and Safety requirements relevant to the post.
17. Take responsibility for the safeguarding of young people and vulnerable adults in compliance with the college Safeguarding Policy.

NB: "This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager."

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PERSON SPECIFICATION FORM

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Unit/School: Library and Careers Guidance

No.	Requirement	Proposed Selection Method *
Knowledge		
1	NVQ Level 4 Advice and Guidance (desirable)	A/I
2	Level 2 Information Technology	A/I
3	L3 Training & Education	A/I
Skills/Abilities – Interpersonal		
4	Excellent attention to detail	A/I
5	Creative approach	A/I/T
6	Ability to contribute to and work within a team or on own initiative	A/I
7	Effective listening, written and verbal communication skills	A/I/T
8	Thorough understanding of the importance of confidentiality and data protection	A/I/T
9	The ability to work effectively and in a non-discriminatory manner with clients from a wide variety of economic, cultural and social backgrounds in one to one or group settings	A/I
10	Effective negotiating, networking and customer care/client handling skills	A/I
11	The ability to support and advise clients towards successful outcomes	A/I
12	Effective time management and organisational skills	A/I
Experience		
13	Significant recent experience of providing information and advice one to one and group situations	A/I
14	Significant recent experience of working with clients from a wide variety of economic, cultural and social backgrounds	A/I
15	Significant recent experience of working within internal and external networks of careers information/advice	A/I
16	Significant recent experience of taking responsibility for planning and co-ordinating events.	A/I
17	Practical experience of writing and developing promotional literature	A/I
18	Recent experience of working towards targets and deadlines	A/I
19	Recent experience of working towards national quality standards	A/I

- Work Related Circumstances**
- 20 The ability and willingness to undertake relevant staff development A/I
- Skills/Abilities – Other**
- 21 Appropriate level of IT skills to undertake relevant duties, i.e. Word and Powerpoint or the willingness and ability to undertake relevant training A/I
- 22 The ability and willingness to travel within locations and work occasional unsociable hours, including late evenings and weekends A/I
- 23 Responsibility for safeguarding and promoting the welfare of young people and vulnerable adults wherever applicable. A/I

Prepared By: Rachael Adair
Designation: Head of Library and Careers Guidance

Date: Jan 2019

* **A = Application Form**

I = Interview

T = Test