## Job Description

### Job Title: Outreach & Recruitment Coordinator

**Reporting To:** Admissions Director

### Main Purpose of Role/Overview:

To provide high-level executive and administrative support to the Admissions Director, who is a Fellow of the College, in her outreach and recruitment work promoting Lucy Cavendish to potential undergraduate and postgraduate applicants.

The post holder will play an active role in the planning, organisation and delivery of a programme of College outreach and recruitment events in Cambridge and elsewhere, and be responsible for calendar management, email management, and travel and itinerary arrangements for the Admissions Director's recruitment trips inside and outside of the UK.

The post also bears the responsibility for some record management, and collation and analysis of statistics to enable the Admissions Director to report accurately and regularly to the Senior Management of the College. The post holder will need to work collaboratively with other members of the Admissions team, and across the College.

### Main Responsibilities & Duties:

1. Act as PA to the Admissions Director, managing the Admissions Director's diary, making travel arrangements, answering routine correspondence and ensuring that the Admissions Director has the relevant papers for meetings.

2. Undertake preliminary research for the Admissions Director and provide support for her activities including assisting with projects and collating statistics.

### Standards of Performance/Results:

1. Accurate and timely administrative support

2. Accurate, timely information and support provided
3. Attend internal working group/committee meetings as required: prepare agendas, take minutes, circulate action lists, identify follow-up actions and ‘owners’; follow-up progress.

4. Coordinate travel and itinerary arrangements for the Admissions Director's recruitment trips inside and outside of the UK.

5. Coordinate arrangements for outreach and recruitment events to be held in Cambridge, including FE College visits, Open Days, Admissions Clinics, teachers conference and other events, in conjunction with the Admissions Officer.

6. Contribute to the wider work of the Admissions team, including participation in institutional activities ensuring that confidentiality of information is maintained in line with data protection requirements.

7. Undertake basic record management of outreach activity, including maintaining an up to date database of contacts and entering data regularly to the HEAT database.

8. Visit partner colleges and Universities to make connections and develop relationships.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

Scope/size of role (budgets, people, etc):

Significant internal/external relationships:
Admissions Director, Admissions Officer, Senior Tutor, Directors of Studies, Communications & Marketing Manager, and other key officers across the College, international partner contacts and other internal and external contacts.

Objectives (as per PDR) or key milestones:

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<th>Target/Objective</th>
<th>Time duration</th>
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Date prepared: 
By whom: 
Agreed by Manager: 
Agreed by post holder:

V1 February 2019