

Job title: Student Recruitment Assistant

Department/Division: UK Student Recruitment, Recruitment and Admissions, External Relations

www.lancaster.ac.uk/schools-and-colleges

Reports to: Student Recruitment Officer

About External Relations

The Directorate of External Relations is responsible for managing the University's reputation and raising our profile with external influencers and stakeholders, as well as communicating with and marketing to the University's audiences from staff, students and alumni to prospective students, our partners and their influencers, both in the UK and internationally.

The Directorate works across the University at all levels, providing support and advising colleagues as they build transformative relationships with their key audiences and communities.

As well as promoting Lancaster University as a great place to work, study and conduct world-class research, we provide support and guidance to future students in order to make informed choices and to apply to study with us.

Job Purpose

As Student Recruitment Assistant you will support the delivery and attendance at events promoting the University and higher education to prospective students across the UK, in order to increase the number and quality of applications from target schools in line with the University's recruitment strategy. You will deliver a range of virtual and face-to-face activities for prospective students, parents/carers and teachers and advisors.

You will work with colleagues across Lancaster University including External Relations colleagues, academic departments and student ambassadors to develop recruitment activity and identify opportunities to engage with prospective students across the UK. Externally you will communicate with a variety of audiences and influencers on the UK higher education system, the UCAS process and Lancaster University.

The Student Recruitment Assistant will attend school and college careers events, deliver talks and presentations, and represent the University at larger higher education exhibitions across the UK, travelling individually and on occasions with colleagues or student ambassadors.

Please note this post is a campus-based role, with a minimum of two days a week at our Lancaster campus; alongside significant travel to schools and colleges and external recruitment events. Travel, accommodation and expenses will be covered where required when travelling on behalf of the University.

The role is offered on a fixed term, 10-month basis to cover an internal staff secondment.

Main Responsibilities

Undergraduate Student Recruitment

1. To represent the University at school and college events and recruitment fairs in the UK, across all regions the UK student recruitment team operate in.
2. To give accurate information, advice and guidance to prospective undergraduate students about courses/student life at Lancaster, the UCAS process and student finance.
3. Deliver high quality presentations and workshops about the University and other aspects of higher education both on and off campus and virtually.
4. To maintain, update and keep abreast of own professional knowledge / sector wide issues relating to areas particular to the role and to share best practice and train other colleagues as necessary.

Planning, Recording and Administrative Support

5. Keep accurate records of engagements and activities including records of feedback from the schools and colleges, and input into relevant systems in order to be able to monitor and evaluate impact.
6. Work with colleagues across the team to develop interactive activities and materials, appropriate to the target audiences, and tailored to the needs of schools and colleges.
7. Assist in the wider administrative tasks of the UK student recruitment team, such as inbox management, logistics arrangements and student staff liaison.

Wider University Events and Activities

8. To be involved in the organisation and delivery of large scale on and off-campus recruitment events, such as Campus Recruitment Fairs, Open Days, Teacher Conferences, Campus Tours and Offer Holder Events.
9. To attend and contribute to the clearing operation as part of the results period on campus at Lancaster in August (leave will be restricted in this period).

Stakeholder engagement and liaison

10. To liaise and network with teachers and careers professionals to develop effective relationships to meet recruitment targets and maintain existing school and teacher relationships.
11. To maintain regular contact with the recruitment team while working from home and travelling.
12. Represent the UK Student Recruitment team and colleagues on university and external committees as required.

People management: Whilst this role doesn't involve any direct line management responsibility, you will be expected to foster a positive and supportive work environment alongside other members of the team and maintain a close working relationship with the other members of the team and student ambassadors.

Job Hazards/Safety-Critical Duties and required Pre-employment Checks: This role will require extensive travel, lone working and periods away from home in a public facing role. A full risk assessment has been conducted to ensure personal safety an emergency procedure in case of accident, fire or unprecedented incidents and full training will be provided.

This role requires an **Enhanced with Barred Lists DBS check** prior to the commencement of employment. Any offer will be made on the basis of this DBS check being completed and received satisfactorily by Lancaster University.

Physical Demands: The role will include attending events that will involve working alone to move and set-up equipment (banner stands, boxes of literature). If this is required, full training will be provided and reasonable adaptations will be implemented where suitable.

The University recognises and celebrates good employment practice undertaken to address all inequality in higher education whilst promoting the importance of wellbeing for all our colleagues.

We expect all staff to embrace our core values and work positively to support equality, diversity, and inclusion, ensuring that every team member contributes to a supportive, and respectful working environment. Find out what it's like to [work at Lancaster University](#), including information on our wide range of employee benefits, support networks and our policies and facilities for a family-friendly workplace.

The duties outlined above are not intended to be exhaustive and may change as the needs alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with emerging needs.