

PERSON SPECIFICATION
Outreach and Student Success Manager
UK Student Recruitment and Outreach
Recruitment, Admissions and International Development
Vacancy Ref: A2104

Criteria	Essential / Desirable	Application Form/ Supporting Statements/ Interview
Educated to degree level in an arts, humanities, business and management or social sciences related subject (or equivalent qualifications / experience).	Essential	Application Form
Have relevant work experience in Higher Education outreach, student recruitment or student retention and progression.	Essential	Application Form
In no more than 500 words please provide your understanding of the wider issues affecting undergraduate recruitment, student retention and progression in general and within the context of widening participation.	Essential	Supporting Statement/ Interview
Experience of formulating relevant strategies and campaigns, ideally within the areas of outreach, student success or marketing. Demonstrable project management skills (e.g. producing marketing, promotional materials, running marketing campaigns etc).	Essential	Supporting Statement/Interview
Experience of working in partnership with internal and external stakeholders and services, in order to achieve the same objectives	Essential	Supporting Statement /Interview
An exemplary level of presentation, oral and written communications skills.	Essential	Interview
Experience of UK undergraduate application and funding processes e.g. UCAS process etc.	Essential	Supporting Statement
Experience of managing a team of people and be able to enthuse, motivate and coach others to achieve objectives	Essential	Interview
Ability to work away from home including some evenings and occasional weekends without supervision.	Essential	Supporting Statement
Gathering business and market intelligence, disseminating to senior managers	Essential	Supporting Statement
Able to evaluate and monitor activities effectively including; analysing data and producing statistics, reports and recommendations against performance measures.	Essential	Supporting Statement/ Interview
A high level of numeracy and experience of managing budgets.	Desirable	Interview
Experience of working with subjects related to arts and social sciences and/or business and management.	Desirable	Interview

Driving licence (for use with hire car) or access to vehicular transport or ability to travel to remote locations.	Desirable	Supporting statements
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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.