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**Job Description**

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| Job title: | Head of Access and Student Recruitment |
| Department: | Tutorial |
| Purpose of role: | To oversee the implementation of Murray Edwards College’s student recruitment and widening access and participation programmes; to collaborate with College Officers and other stakeholders with a view to reinvigorating current programme and to ensure the effectiveness and smooth running of activities. |
| Line manager: | Senior Tutor |
| Line manages: | Senior Recruitment & Outreach Officer, Schools Liaison & Admissions Officer |
| Salary Band: | Band 3 |
| Hours: | 37.5 |
| Working environment: | Office based at Murray Edwards College  Some travel around the UK may be required |

Murray Edwards College is seeking to appoint a Head of Access and Student Recruitment.

The successful candidate will take a lead in the management and development of the College’s ambitious student recruitment and widening access and participation programmes. This is an exciting opportunity to help shape and implement the College’s strategies with a view to attracting the most academically outstanding female students to study with us -- especially those from underrepresented, disadvantaged backgrounds. This is a permanent position.

**Duties**

There are three basic elements to the work which the Head of Access and Student Recruitment will undertake:

* Widening Access – work to attract applicants to the University of Cambridge and to Murray Edwards College from backgrounds within the United Kingdom traditionally underrepresented at Cambridge.
* Student Recruitment – work with schools and colleges to enhance the support they give prospective competitive applicants to the College.
* Widening Participation –activity designed to raise aspirations to study at any university or college providing higher education opportunities.

The post-holder will also be the research lead on widening access and participation initiatives and will investigate potential collaborations, presenting cases to the College’s decision-making committees, and preparing reports on access and student recruitment activities for College committees as required to ensure that the College is monitoring the effectiveness of these initiatives. This includes monitoring budget and expenditure and collaborating on bids for donor support and funding.

Working with the Senior Recruitment and Outreach Officer and the Admissions Tutors, the successful candidate will organise events and presentations, both in Cambridge and elsewhere in the UK, for school students and teachers, to inform them about studying at Cambridge and at Murray Edwards College and to encourage applications from competitive candidates. A key objective will be maintaining and developing links with schools and teachers, in particular in the areas assigned to Murray Edwards College under the University’s Area Links scheme: Manchester, Haringey and Derbyshire.

The Head of Access and Student Recruitment will also collaborate with Cambridge Admissions Office staff, faculties, and departments, and colleagues at other colleges, to maximise the effectiveness of the University’s access activities, and to help achieve objectives specified in the University’s agreement with the Office for Students.

The Head of Access and Student Recruitment will play an important role in developing

Murray Edwards College’s contribution to Cambridge’s implementation of its Access and Participation Plan: <https://www.undergraduate.study.cam.ac.uk/access-and-participation-plans>

The Head of Access and Student Recruitment will be employed by the President and Fellows of the College and the Line Manager will be the Senior Tutor. The successful candidate will play a significant role in the College’s child safeguarding responsibilities in collaboration with other College staff, and will be expected to undertake the training necessary to fulfil this duty.

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| **Qualifications required for the post:** | Educated to degree level or equivalent experience. |  |
| **Level of skills, knowledge, experience:** | Relevant experience of Higher Education and involvement in access, outreach and widening participation activities. |  |
| **IT skills:** | High level MS Office skills and experience of virtual learning environments / conferencing software  Effective use of online resources. |  |
| **Networking** | Proven ability to build and strengthen networks, both within and external to the College; ability to engage and enthuse potential partners. |  |
| **Personal attributes** | Highly organised and motivated; ability to work independently and as part of a team.  Excellent attention to detail.  Excellent communication skills, both written and oral.  An ability to engage with young people and an excitement in doing so.  Excellent interpersonal skills: able to form good working relationships with the Fellows and other staff of the College  Flexibility with working hours and willingness to travel. | A clean current driving license. |