**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Schools and Colleges Liaison Officer – Full Time  37 weeks per year | Schools Liaison / Marketing |
| **SALARY** | **BENEFITS** |
| £19,241 - £23,201 per annum, pro rata,  relating to qualifications and experience | Local Government Pension Scheme  26 days holiday rising to 31 days pro rata following 5 years’ service to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus pro rata Bank Holidays. |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Schools and Colleges Liaison Co-ordinator | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
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| To provide an effective schools liaison service, promoting the College and its courses to learners at feeder schools, sixth forms and colleges throughout the North West (along with regional National Careers Service advisory agencies and young people’s services.) | |
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| Assist the Schools team in the co-ordination and staffing of schools and careers events internally and externally, maintaining efficient and effective records. | |
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| To prepare materials for schools and careers events, attending these as required. *(This includes a range of daytime events, assembly presentations, evening events and some promotional events at weekends - at external venues locally and regionally.)* | |
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| To help co-ordinate school visits to Myerscough. | |
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| To monitor the effectiveness and success of the College’s liaison service against agreed targets. | |
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| **DUTIES** |
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| To assist in the promotion the College and its courses to schools and related young people’s careers / advisory services including:   * Being proactive to develop key careers/progression contacts in local schools and advisory services. * Attend relevant careers / college progression events, including advisory sessions, parents evenings and ‘industry days’. * Communicate with school and other external partners as required**.** * Assist in the co-ordination of Taster Courses, Taster Days and Course Advice Mornings**.** * Participate in Career events at College and external venues. * Assist in the co-ordination and delivery of campus tours for visiting school groups**.** |
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| To assist the Schools team in the co-ordination of all schools and careers events internally and externally, maintaining efficient and effective records including:   * Maintain database records of school contacts and liaison activity * Assist with communications with Careers Services and other external partners. * Assist with the organisation of Career Advisers open days and other events. |
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| To prepare materials for schools and careers events, attending these as required. This includes a range of external venues locally and regionally including:   * Collate appropriate College literature for careers events * Ensure appropriate materials for each event |
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| To help monitor the effectiveness and success of the College’s liaison service against agreed targets.   * To work with the Admissions, Marketing and Course Enquiries teams; monitoring application levels across subject areas, and from individual schools, during the academic year with a view to developing liaison activity in response to these trends. * To ensure feedback from schools following visits is disseminated to the team and any appropriate action taken. |
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| To co-ordinate school campus visit bookings including:  * Co-ordinating bookings with visiting schools and schools liaison team staff (and where relevant other College staff) * Co-ordinating pre-visits * Keeping up to date visit file |
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| * You role model and promote the College values: * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
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| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
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| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
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| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
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| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. |
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| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| GCSE English at Grade C/4 or above (or an equivalent standard) (A/I)  Previous experience of working in an advisory, customer service, teaching, marketing or sales environment, ideally supporting or guiding young people in an educational setting (A/I)  IT skills - in particular word processing, database and spreadsheet skills (A/I/T) | Relevant knowledge of sectors within the land-based and sports industries. (A/I)  Degree/HND in a related subject and/or equivalent work experience (A/I)  Relevant knowledge of the secondary school and/or sixth form sector (A/I)  Experience of developing promotional educational resources for potential students, their parents and advisors in schools and colleges (A/I) |
| ***General Intelligence*** | |
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| ***Special Aptitudes*** | |
| Good communication and presentation skills (I/P)  Experience of public speaking and presenting to groups (A/I)  Ability to relate well to people and, in particular, 14 to 19 year olds (A/I)  Competent in ICT (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I) | An understanding and interest in current trends in further and higher education (A/I) |
| ***Interests*** | |
| Wide range of interests and activities (A/I) | An interest or involvement in rural life or sport (A/I)  Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Flexibility of working hours, evenings and some weekends as required. (A/I)  Current driving licence and have access to and use of a personal vehicle should College vehicles be unavailable (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Schools and Colleges Liaison Officer – Full Time  37 weeks per year | Schools Liaison / Marketing |
| **SALARY** | HOURS OF WORK |
| £19,241 - £23,201 per annum, pro rata,  relating to qualifications and experience  To be paid over 12 equal monthly payments | 37 hours per week  Term time only – 37 weeks |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday pro rata rising to 31 days pro rata following 5 years service plus Bank Holidays pro rata.  Payment for your holiday entitlement will be incorporated into your annual salary. | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2021)  (based on actual NOT FTE) Contribution rate % Up to £14,600 5.5  £14,601 to £22,900 5.8  £22,901 to £37,200 6.5  £37,201 to £47,100 6.8  £47,101 to £65,900 8.5  £65,901 to £93,400 9.9  £93,401 to £110,000 10.5  £110,001 to £165,000 11.4  £165,001 or more 12.5  14.2% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |