



<b>Schools Liaison Officer (West Sussex/Brighton)</b>	
<b>Reporting to:</b>	School Liaison Coordinator in conjunction with Marketing Manager.
<b>Working Hours:</b>	Part Time (0.4) 2 days a week (15 Hours, with the flexibility to increase hours throughout the year to a Full Time position if desired in line with business needs.) Fixed Term contract (Sept 2021-Aug 2022)
<b>Salary:</b>	£21,666 - £25,328 per annum (pro rata)
<b>Annual Leave:</b>	26 electable days plus 8 statutory days

### Job Purpose

We are looking to recruit an outstanding employee to be an ambassador for Plumpton College. You will deliver promotional activity with schools and colleges on behalf of the college to meet annual KPIs relating to student enrolments. The scope of this role includes all of the college provision relevant to school children and recent school leavers, including 14+, Further and Higher Education and Apprenticeships.

You will cover West Sussex schools and colleges, plus the outreach activity at our Stanmer Campus within One Garden Brighton, representing the college as above, reaching current and new schools.

The ideal candidate will actively promote and enhance the image of the land and environment industries by conducting a targeted cross-college approach to engage with schools and colleges maintaining the day to day relationships.

### Duties and responsibilities of the job

#### 1. Schools Outreach

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| <ul style="list-style-type: none"> <li>a. Supporting the Schools Liaison Coordinator in planning the annual engagement with all schools.</li> </ul> |
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b. Take a lead for engaging and maintaining relationships for your allocated geographic target schools working with the Schools Liaison Coordinator.
c. Make local arrangements for school engagement including coordination with school and college staff timings and responsibilities.
d. Make inroads at hard to reach schools and proactively develop relationships that meet the needs of the school and college.
e. Provide engagement feedback, reports and statistics to the Schools Liaison Coordinator for monitoring of outcomes and approach.
f. Oversee delivery of schools related visits securing customer feedback.
g. Be first point of contact for school enquiries for all provision at College.
h. To give presentations and provide information, advice and guidance about the full range of College programmes to groups and individual pupils in a range of schools, so that they are in a position to make informed choices about what to study post GCSEs.
i. To actively support marketing activities in schools, including attendance of day and evening events across the catchment area.
j. To promote Higher Education programmes within schools and 6 <sup>th</sup> forms and other relevant settings in liaison with the HE team.
k. To act as a representative of the College with a range of identified schools and to visit them on a regular basis to maintain and seek new relationships.
l. To build and maintain relationships with school teaching staff and College lecturers which will facilitate the development of school/College links at a curriculum level.
m. To ensure the maintenance of an up-to-date database of careers staff and teaching staff in partner schools.
n. To establish and ensure that official College display boards in schools are fully utilised and targeted appropriately and effectively.
o. To assist with collecting information for student profiles.
p. To create and respond to new marketing opportunities for the College in schools.
q. Work as part of the Schools Liaison Team to deliver outreach sessions at One Garden Brighton in Horticultural learning.

## 2. Events

a. Play an integral role in the organisation and delivery of STEM activities and events at Plumpton, and seasonal activities such as Lambing Live.
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| b. To promote College programmes at marketing events and activities including open days and evenings, curriculum fairs and visits, parent's evenings, post 16 fairs and taster events. |
| c. Represent college brand at all events, taking pride in presentation, execution and delivery of all events and college stands at external events.                                    |

### 3. Continuous Professional Development

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| a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.                                   |
| c. Complete all mandatory training as required in line with College expectations.  |

### 4. Other responsibilities and duties

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| a. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.   |
| b. Work with employers and other stakeholders as required to develop and deliver high quality curriculum.  |
| c. Contribute to, and support delivery of the college strategic plan.  |
| d. Implement and monitor the college operating plan with line manager and contribute to action plans as needed.  |
| e. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics. |
| f. Analyse and selectively implement the calendar of key equality and diversity events across the programme.   |
| g. Ensure all safeguarding policies and procedures are followed.   |
| h. Maintain student destination data to inform self-assessment and quality improvement.  |
| i. Any other duties connected with the post as are reasonably required from time to time.  |

## Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- enthusiastic about learning
- responsive to student, customer and community needs
- aspiring to the highest standards
- professional and enterprising
- innovative and creative, and
- friendly and welcoming

Essential criteria for the post
Have a detailed knowledge of the Government's agenda for 14-19 provision and careers strategy
Have a detailed understanding of the qualifications appropriate for 14-19 provision
Have experience of qualifications development to meet requirements of schools, colleges and government agenda
Evidence of good planning, organisational and time management skills
Hold a Level 4 qualification or equivalent
Be exceptionally customer focussed
Be a confident public speaker
Excellent communication and interpersonal skills
Able to evidence excellent team working skills
Sound knowledge and experience of Microsoft Office packages and able to demonstrate competent IT skills
Willing and able to travel to external venues
Able to demonstrate pro-active problem solving skills
Willing and able to regularly work during evenings and weekends

<b>Desirable criteria</b>
Experience of working in a marketing / promotional environment within education
Experience of working within an educational environment
Experience of working within the land based sector
Hold a marketing qualification
Hold a customer service qualification
Experience of tutoring students

## CONDITIONS OF EMPLOYMENT

### Tutoring

This is a non teaching role but contains a proportion of tutoring responsibility.

### Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be evening and weekend working required to support promotional activities, and whole college recruitment and promotional events.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays (Pro rata) and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

### Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Manager.

### Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

## **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.