



Higher Education Community Engagement Officer

Job Description

Area	: Higher Education
Salary	: £25,205 - £28,282 per annum pro rata
Hours of Work <i>(Full-time/Part-time)</i>	: 37 hours per week, part year working. Fixed Term till 31.03.2025
Line Manager	: Director of Higher Technical Education
Responsibility for	<ul style="list-style-type: none">To support the recruitment of Higher Education students in particular communities and groups as part of a broader recruitment strategy.Establish relationships with community leaders and other key stakeholders to help raise higher education aspiration in the communities surrounding the college campusesInitiate high quality activities to support the provision of information and advice for Higher Education Courses at Cheshire College South and West ; <i>and</i>Promote safeguarding and the welfare of children and young persons in line with college policies.

Main Purpose of Job:

To be responsible for building and sustaining successful relationships with local communities/organisations and their stakeholders to enable individuals, primarily prospective Higher Education students, to understand what Higher Education options are available at Cheshire College South and West and support them through the recruitment and enrolment cycle.

Key Duties and Responsibilities:

- (1) To take responsibility for the recruitment of students in particular communities and groups.
- (2) To establish and maintain excellent relationships with key stakeholders and community leaders to develop a sustainable pipeline of prospective students.
- (3) Contribute to and support curriculum teams to achieve challenging student recruitment targets through high quality activities.
- (4) Provide high quality advice and guidance to prospective undergraduate students.
- (5) Advocate for CCSW as a credible provider of Higher Education Courses.

- (6) Give information, advice and guidance to prospective undergraduate students about courses at Cheshire College South and West and student finance.
- (7) Deliver high quality presentations about CCSW and other aspects of Higher Education both on and off campus.
- (8) Support the access and participation strategy, specifically delivering Higher Education recruitment activities for target groups.
- (9) Collect, monitor and share data on CCSWs Higher Education recruitment activities.
- (10) Contribute to the evaluation and development of CCSW Higher Education student recruitment activities.
- (11) Maintenance of appropriate college records, employer database and quality systems.
- (12) Comply with all College policies and procedures (*e.g. Health and Safety and Equal Opportunities*) and ensure that these policies are followed by staff and learners.
- (16) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (17) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (18) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

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Person Specification



Cheshire College
South & West

Assessment Method					
Application Form	*Test	Interview / Presentation	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
• High level vocational qualification level 3 or above	✓			✓	
<u>Desirable</u>					
• Degree (<i>or equivalent</i>) in related subject	✓			✓	
• IT Qualification	✓			✓	
• Evidence of ongoing professional development	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Experience and knowledge of the delivery of Higher Education courses	✓		✓		
• Experience and knowledge of apprenticeship standards	✓		✓		
• Knowledge of relevant key legislation and funding regulations	✓		✓		
• Knowledge of current local community groups	✓		✓		
• Experience of customer care and administration	✓		✓		
• Ability to use and monitor Management information systems and client relationship management systems.	✓		✓		
• Ability & experience in communicating effectively with community groups and their participants	✓		✓		
• Produce comprehensive oral and written reports on all aspects of the role as required	✓		✓		
• Ability to adapt to and manage change	✓		✓		
• Ability to inspire confidence in prospective Higher Education students/community leaders/staff	✓		✓		
• Good understanding of regulatory bodies: OFS, Ofsted, Awarding organisations, Skills Funding Agency.	✓		✓		
• Good understanding of the OFS Widening Participation Strategy	✓		✓		
• Excellent communication skills	✓		✓		
• Ability to lead and work as a member of a team	✓		✓		
• Proven record in solving problems	✓		✓		
• Ability to meet tight deadlines and work under pressure	✓		✓		
Personal Attributes					
<u>Essential</u>					
• Strong inter-personal skills			✓		✓
• Effective communication skills			✓		
• Ability to work co-operatively and effectively with a wide range of stakeholders, including prospective students, community groups and colleagues			✓		

• Able to represent and promote the College in a professional manner			✓			
• Ability to use own initiative and work with minimum supervision			✓			
• Committed to maintaining a safe environment and working in a safe manner to safeguard learners and colleagues			✓			
• Able to relate well to learners and staff at all levels.			✓			✓
• Confidence to work effectively and professionally with all stakeholders e.g. employers			✓			
• Excellent organisational skills, ability to prioritise and work under pressure and to tight deadlines	✓		✓			✓
• Ability to inspire confidence in learners and staff			✓			
• Commitment to learner success			✓			
• Commitment to on-going professional development	✓		✓			
• Flexible approach to work			✓			
Other requirements for employment						
<u>Essential</u>						
• Full, current driving licence	✓					
• Car owner, with a willingness to use on College business as required (mileage allowance payable)	✓					
• Enhanced DBS	✓					
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Updated: April 2024