



## 1 Advertisement

**Post Title:** Student Recruitment Coordinator

**School/department:** Brighton and Sussex Medical School

**Hours:** Full Time or part time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 8326

**Salary:** Starting at £26,341 to £30,497 per annum, pro rata if part time

**Placed on:** 13 May 2022

**Closing date:** 10 June 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** TBC

**Expected start date:** As soon as possible

Brighton and Sussex Medical School (BSMS) are seeking a highly motivated and enthusiastic team player promote BSMS to potential undergraduate applicants.

Reporting to the Widening Participation and Outreach Manager, you will be responsible for promoting BSMS at a number of higher education recruitment fairs across the UK and occasionally overseas. You will provide up to date information and advice to prospective applicants and to schools and other interested parties. You will also be responsible for BSMS Open Days and Admissions Days.

This is an exciting time to join the team as BSMS continues to expand its student numbers meaning an increased workload for the team. You will enjoy organising events and have outstanding organisational skills.

An excellent communicator and networker with a keen eye for detail, you will be personable and self-driven with a can-do attitude, and eager to take on responsibility. This is a fantastic opportunity for someone with a desire to pursue a career in recruitment and outreach.

Please contact Claire Johnson, [C.Johnson2@bsms.ac.uk](mailto:C.Johnson2@bsms.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

[www.brighton.ac.uk/jobs](http://www.brighton.ac.uk/jobs) [www.bsms.ac.uk](http://www.bsms.ac.uk)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. Brighton and Sussex Medical School and partners

**Brighton and Sussex Medical School** is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: [bsms.ac.uk/about](http://bsms.ac.uk/about)

**The University of Sussex** is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: <http://www.sussex.ac.uk/about/>

**Brighton and Sussex University Hospitals Trust** is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: [bsuh.nhs.uk/about-us/](http://bsuh.nhs.uk/about-us/)

**Sussex Partnership NHS Foundation Trust** specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: [sussexpartnership.nhs.uk/about-us](http://sussexpartnership.nhs.uk/about-us)

**The University of Brighton** is a complex and diverse institution with a long and distinguished history of applied research. Find out more: [brighton.ac.uk/about-us/](http://brighton.ac.uk/about-us/)

## 3. Job Description

Job Description for the post of: Student Recruitment Co-Ordinator

Department Brighton and Sussex Medical School, Admissions Team

Section / Unit / School Location Professional Services, University of Brighton, Falmer Campus (with travel to other BSMS sites, local schools and community groups as required. Will also include occasional Saturday work and overnight stays when travelling)

Grade 5

Responsible to Widening Participation and Outreach Manager

Responsible for N/A

This post is central to the student recruitment work of the Admissions Team at Brighton and Sussex Medical School (BSMS). The role of the Admissions Team is to manage the policy and process of undergraduate admissions to BSMS and to raise aspirations and widen participation into medicine. It provides advice and information in response to enquiries from prospective students (and their parents or carers, teachers/tutors, schools and colleges), other members of staff in the University of Sussex and the University of Brighton, and to external bodies such as UCAS.

The post-holder will work to encourage suitably qualified students to apply to BSMS and to ensure that a BSMS education is seen to be a realistic and worthwhile opportunity. This involves the organisation, co-ordination and delivery of local, regional and national recruitment events and activities in line with the BSMS's widening participation and recruitment strategy.

The responsibilities listed represent those typical for a Student Recruitment Co-ordinator but may vary dependent on individual projects. The post holder will be required to work 10-15 weekend days each year, there will also be some evening work, for which time off in lieu will be given. There will also be the need for a number of overnight stays away from home.

The Head of Admissions may also, from time to time, require the role-holder to perform other duties appropriate to the grade.

#### 4. Person Specification

##### PERSON SPECIFICATION: SKILLS / ABILITIES

	Essential	Desirable
Ability to confidently deliver a high standard of oral communication to a wide audience ranging from academics to school children	Y	
Ability to produce written copy that is accurate and understandable to target audiences e.g. students / parents / schools	Y	
Competent IT user – use of word, excel & email	Y	
Well-developed administrative and organisational skills with real attention to deadlines	Y	
Ability to prioritise workload appropriately	Y	
Ability to organise and manage successful on and off campus events that appeal to a range of different audiences	Y	

Good team worker with the ability to self-manage workload	Y	
Able to deliver talks and presentations to a high standard. Sensitivity and flexibility in working with a diverse range of client groups; an awareness of their needs	Y	
Excellent writing skills, capable of producing copy for University publicity materials	Y	
Excellent interpersonal, listening and negotiating skills	Y	
Understanding of good 'customer care' practice	Y	

## KNOWLEDGE

	Essential	Desirable
A knowledge and understanding of BSMS, its undergraduate admissions procedure, course, and facilities is desirable		Y

## EXPERIENCE

	Essential	Desirable
Experience of partnership working with external agencies		Y

## PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Submission to Enhanced Criminal Records Bureau check	Y	
Excellent and highly developed communication skills, capable of interacting with different sized groups of students of various ages, as well as other University staff and external agencies	Y	
Able to work to deadlines	Y	
Flexible and able to adapt to change		
A creative and innovative approach to strategic thinking and problem solving and ability to exercise initiative	Y	
Ability to work well both in a team environment and independently	Y	
Willing to work occasional evenings and weekends (with overnight stay where necessary)	Y	