

1 Advertisement

Post Title: Student Recruitment Co-Ordinator

School/department: Brighton and Sussex Medical School

Hours: Full time. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: permanent

Reference: 10043

Salary: starting at £27,131 to £31,411 per annum, pro rata if part time

Placed on: 11 January 2023.

Closing date: 02 February 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed.

Expected start date: As soon as possible.

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

Applicants should have a high level of personal responsibility, initiative and attention to detail. The post holder will be highly organised, adaptable, and flexible, have excellent interpersonal skills.

The successful candidate will be a team player, with excellent IT skills and have a supportive approach to applicants and be able to communicate information in an understandable way, both orally and in writing. They will have the ability to work with minimal supervision.

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

Please contact Claire Johnson, C.Johnson2@bsms.ac.uk for informal enquiries.

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

www.brighton.ac.uk/jobs www.bsms.ac.uk

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Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at www.bsms.ac.uk

3. Job Description

Job Description for the post of:	Student Recruitment Co-Ordinator
Department:	BSMS
Section/Unit/School:	Admissions
Location:	Watson Building, UoB, Falmer (with travel to other BSMS sites, local schools and community groups as required. With occasional Saturday work and overnight stays away from Brighton & Hove).
Grade:	5
Responsible to:	Widening Participation and Outreach Manager

Role description:

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 post-holder will be responsible for organisation and facilitation for BSMS in-person and virtual open days.

The post-holder will be responsible for organisation and facilitation of BSMS admissions days (interviews).

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.

PRINCIPAL ACCOUNTABILITIES

- To plan and facilitate in person and virtual BSMS open days
- To plan and facilitate BSMS admissions days
- To attend UCAS and school/college recruitment events
- To give presentations and advice on medicine and BSMS at various events nationally and very occasionally overseas
- To prepare appropriate materials for open days and admissions days

KEY RESPONSIBILITIES

- Plan and confidently facilitate BSMS open days, both in-person (working with colleagues at the University of Sussex) and virtual open days.
- Plan and confidently facilitate BSMS admissions days. This will include recruitment of interviewers and casual support staff.
- To attend a number of recruitment events across the UK at various times of the year promoting BSMS to potential applicants.
- Supporting colleagues where appropriate in recruitment and outreach activity.
- Preparing management reports on engagement with Open Days, admissions days, etc. as and when required
- Maintain accurate and up to date advice and guidance materials (physical and virtual).
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the WP & Outreach Manager working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support

the achievement of the strategic and operational goals of the BSMS and the Admissions Team. The post holder may be expected to work collaboratively across BSMS and the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the BSMS's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to degree level
2. Effective planning and organisational skills.
3. Well-developed interpersonal skills with the ability to quickly build rapport
4. Ability to confidently deliver a high standard of oral communication to a wide audience ranging from academics to school children.
5. Effective oral and written communications skills to work with colleagues and providing information and responding to questions and queries.
6. 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.
7. Ability to produce written copy that is accurate and understandable to target audiences e.g. students / parents / schools.
8. A creative and innovative approach to strategic thinking and problem solving and ability to exercise initiative
9. Well-developed administrative and organisational skills with real attention to deadlines.
10. Ability to work flexibly within a small team and on own initiative.

11. Ability to work independently.
12. Flexible and able to adapt to change
13. Competent IT skills to effectively manager own workload – MS Suite.
14. Willing to work occasional evenings and weekends (with overnight stays away from home).

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good working knowledge of area of expertise, in particular the demands of undergraduate medicine.
2. A knowledge and understanding of BSMS, its undergraduate admissions procedure, course, and facilities is desirable
3. Ability to research specific areas and produce informative presentations for a range of audiences and to produce relevant supplementary recourses.
4. Good understanding of processes in HE (UCAS, finance, support, housing)

DESIRABLE CRITERIA

1. One years' experience in a similar role.
2. One years' experience working in a university or similar environment.
3. Full UK driving licence.