

## JOB DESCRIPTION

<b>Job Title</b>	Schools Liaison and Events Officer
<b>Contract</b>	Permanent, Full-time
<b>Job location</b>	Elm Park Campus, Stanmore
<b>Department</b>	Marketing
<b>Reports to</b>	Head of Marketing and Communications
<b>Salary Range</b>	£26,904 - £29,193 (FTE) per annum

### **Job Purpose:**

We're looking for an engaging, organised, confident communicator to represent Stanmore College across local schools and communities. You'll deliver assemblies and workshops, run events, support student recruitment, and be one of the faces of the College.

### **Duties Specific to the Post:**

#### **Outreach**

- Visit local schools to deliver engaging assemblies, workshops and taster sessions, particularly during busy recruitment periods.
- Build and maintain strong relationships with key school contacts and keep an overview of engagement across our feeder schools.
- Help shape and deliver the annual outreach calendar, including careers fairs, parent events and community activities.
- Record outreach activity in a timely and accurate way to support follow-up and planning.

#### **Recruitment Support**

- Follow up with students and schools after events to keep them informed and engaged.
- Monitor enquiries and respond promptly with clear, helpful information.
- Support students through the application process and help turn interest into enrolment.
- Share insights and updates with the team to support recruitment priorities.

## Events

- Take a leading role in the planning and delivery of key recruitment events such as open days, campus tours and taster days.
- Coordinate logistics, prepare materials and ensure everything runs smoothly on the day.
- Brief and support student ambassadors involved in events.
- Contribute to post-event reviews to help improve future delivery.

## Data & Reporting

- Keep student and school engagement records up to date using College systems.
- Support the production of simple monthly summaries on activity, attendance and engagement.
- Flag any trends, gaps or opportunities that could strengthen outreach and recruitment.

## Compliance & Safeguarding

- Complete safeguarding training and follow all relevant procedures when working with young people and external partners.
- Ensure event and visit plans include appropriate risk assessments.
- Handle data securely and in line with GDPR requirements.

## General:

- Participate in open evenings and recruitment events to ensure potential students and families receive accurate, friendly and helpful information.
- Attend staff meetings and training sessions as required to stay connected with college-wide priorities.
- Handle all student and school data responsibly and in line with GDPR.
- Take responsibility for maintaining high standards of health and safety, equality and diversity, copyright and data protection within your role.
- Help maintain a safe, welcoming and supportive environment for all students by following the College's Health and Safety policies.
- Demonstrate a strong commitment to safeguarding and promoting the welfare of children and vulnerable adults in every aspect of the role.

- Carry out any additional duties appropriate to the post, as requested by the Principal or Head of Marketing.

Further education is a fast-moving and evolving sector. All staff are expected to work flexibly and contribute positively to college activities as needed. This job description will be reviewed annually as part of the appraisal process and may be updated to reflect the changing needs of the College.

The postholder may be asked to take on other reasonable duties consistent with the role and grade and may occasionally work at another College site where required.

**Closing Date:** Thursday, 15<sup>th</sup> January 2026

**Interview Date:** Thursday, 22nd January 2026

## PERSON SPECIFICATION

### **JOB TITLE: Schools Liaison and Events Officer**

Criteria	Essential	Desirable	Evidence
Minimum of a Level 3 qualification including English Language and Maths GCSE at Grades A*–C	Yes		Application / Certificates
FE / HE knowledge		Yes	Interview
Excellent communication skills (verbal & written)	Yes		Supporting Statement / Interview
Enthusiastic and highly motivated. Use of initiative and proactive approach	Yes		Supporting Statement / Interview
Presentation delivery	Yes		Interview / Task
Event coordination	Yes		Interview / Task
Outreach / working with young people & relationship building		Yes	Application
IT, digital and data skills (including CRM use)	Yes		Supporting Statement / Interview
Safeguarding knowledge		Yes	Interview
Organisation and administrative skills	Yes		Interview / Task
Design principles and application to marketing / promotion	Yes		Supporting Statement / Interview
Flexibility to work evenings / weekends	Yes		Application
Equality & diversity practice and application	Yes		Supporting Statement / Interview