

Job Description

Job Title	Student Recruitment and Outreach Officer
Reports To	Marketing and Student Recruitment Manager
Line Management For	Projects and Events Assistant Student Ambassadors
Department	Marketing and Student Recruitment
Location	The majority of the Theatre School's activities are based at the School's Downside Road site. The Student Recruitment and Outreach Officer will be required to travel regularly to events at schools or colleges, mainly across Bristol and the South West. Occasional travel further afield in the UK with overnight stays is also expected from time-to-time. Time of in lieu is agreed with the departmental manager.
Hours	40 hours per week plus additional hours and days as necessary. Some occasional weekend and evening work is required
Salary	£28,560 per annum paid by BACS monthly in arrears
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension
Holidays	25 days per year, plus statutory bank holidays in non-term time (pro-rata)
Notice Period	One month
Probationary Period	Six months (during which the notice period is one week.)
Please note that you will be required to undergo a full, enhanced DBS disclosure as this role involves regular work with young people under the age of 18.	

Person specification	<p>Essential criteria:</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent; • Experience of undergraduate student recruitment within a Higher Education environment; • Experience of schools/colleges liaison work, developing and sustaining relationships with teachers, advisers etc; • A sound knowledge of secondary school, college/FE and higher educational systems within the UK, including an understanding
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	<p>of school-leaving qualifications and widening participation work;</p> <ul style="list-style-type: none"> • Experience of organising and delivering events designed to engage young people aged 13 – 19; • Experience of evaluating the success of recruitment or outreach activities; • Confidence in presenting and adapting style, tone and delivery relative to the audience; • Demonstrable experience of interpreting complex data sets and drawing conclusions to inform procedures or planning; • Cultural awareness and sensitivity; • An awareness of the importance of data protection procedures. <p>Desirable criteria:</p> <ul style="list-style-type: none"> • Experience of postgraduate student recruitment activity; • Experience of organising primary outreach; • Experience of delivering and reporting activities relevant to the achievement of a university's Access and Participation Plan. • A commitment to high levels of customer service and enquiry management; • An interest in the theatre, film or the arts and an ability to champion the benefits of a specialist arts training. • Knowledge or experience of safeguarding procedures. • A driver's licence.
<p>Duties and responsibilities</p>	<p>Overall Responsibilities:</p> <ul style="list-style-type: none"> • Lead on the planning, organisation and evaluation of student recruitment events such as open days and visit afternoons, expanding the range and quality of visit opportunities both virtually and in-person; • Work with the line manager to develop a targeted approach for student recruitment to the School's undergraduate and postgraduate programmes; • Develop and deliver aspiration-raising presentations, workshops and tasters, ensuring groups under-represented in HE are reached; • Proactively work to strengthen our offer to schools, colleges or partner institutions, encouraging them to seek the Theatre School's input to their advice and guidance events; • Work with colleagues from across the School and, where applicable, the registered HE Provider to monitor and evaluate widening participation initiatives; • Undertake analysis of admissions data to inform and refine student recruitment activity; • Work closely with the Non-HE Course Specialist to ensure BOVTS youth programmes are contributing to the School's wider access and strategic objectives;

	<ul style="list-style-type: none"> • With other members of the M&SR team, implement course-specific recruitment and conversion initiatives (e.g. comms campaigns, mailouts, advertising etc); • Engage fully in the life of the School (e.g. attending productions, showcases, exhibitions) to develop an exceptional working knowledge of the School's courses and positioning, in order to best drive student recruitment; • Establish an ambassador programme for outreach work; • Support the development of bursary allocation procedures to ensure students who meet widening participation criteria are prioritised; • Work creatively to maximise attendance of young people from diverse backgrounds at the School's main house performances, which take place at prominent venues across Bristol; • Work closely with the Marketing and Communications Officer to ensure all relevant marketing collateral is tailored to the needs of prospective students, applicants and their supporters; • Provide administrative support within the department, dealing with general enquiries received via shared inboxes or telephone, or any other reasonable shared departmental duties, including cover for sickness absence or holidays. <p>Internal Interfaces</p> <ul style="list-style-type: none"> • Marketing and Student Recruitment Manager; Marketing and Communications Officer; Student Recruitment Marketing Officer; • Admissions Administrators; Short Courses Administrator; HE and Student Support Manager; all heads of courses; Senior Management Team; Finance Assistant. • Current students, particularly student reps and/or those wishing to undertake ambassador work. <p>External Interfaces</p> <ul style="list-style-type: none"> • Prospective students, applicants and their supporters. • Schools and colleges, teachers and careers advisers. • Charity partners.
<p>This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.</p>	
<p>Equal Opportunities</p>	<p>Bristol Old Vic Theatre School's approach to Recruitment and Selection:</p> <p>We aim at all times to recruit the person who is most suited to the job.</p>

Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.

Equality & Diversity

The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our workforce and across the wider arts and training sectors: these include, but are not limited to, people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experience socio and economic barriers.

We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.

We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises & equipment, duties, practices or policies.

Selection & Assessment

We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and employee competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the job in question. All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society. Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant. All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will be guaranteed an interview.

We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.