

Role Profile

Role Title	Recruitment and Progression Manager
Reporting To	Head of HE Quality and Registry
Department	Higher Education
Pay Grade	Management Grade
Version Date	January 2020

Role Purpose

To plan, co-ordinate and manage a programme of internal and external progression and outreach activities to support the Group's Recruitment and Progression Strategy.

Key Responsibilities

- 1 Work with the Head of HE Quality and Registry, Assistant Principal: HE and the Directors of Faculty to promote opportunities for progression at all levels of FE through to HE involving the planning, co-ordination and management of a programme of internal and external progression and outreach activities to support the Group's Recruitment and Progression Strategy.
- 2 To support with the planning and co-ordination of activities to increase direct recruitment to HE.
- 3 Lead on the design, development and delivery of activities to promote recruitment and progression to Higher Education and to support students to make informed choices about higher level study.
- 4 Work across all curriculum areas focussing on the planning and delivery of a range of progression activities in conjunction with internal and external schools and faculties and in partnership with employers and stakeholders in each location of the Hull College Group. The manager will work closely with the Assistant Principal: HE, Directors of Faculty, Directors and Assistant Directors of Curriculum, Admissions and Marketing teams to deliver the Group's Recruitment and Progression Strategy.
- 5 Provide a central focus for the planning and management of progression activities and evaluating their impact, including activities set out in the Access and Participation Plan as part of HCG's commitment to widening and increasing participation in Higher Education and effective targeting of under-represented groups.
- 6 Contribute to the development of curriculum and the approval of new awards to support transition from 'T' Levels to Higher Education, including Higher Apprenticeships and Degree Apprenticeship routes, and also progression through FE levels.
- 7 Work undertaken will complement the activities of the Humber Outreach Programme (HOP) working in collaboration with the National Collaborative Outreach Programme (NCOP), and assist in delivering the Group's contribution to NCOP.

- 8 Represent the College at internal and external meetings, working with a range of stakeholders including weekend and evening events.
- 9 Engage with students, student representatives, Senior Student Representatives and the Student Union to develop student-led progression and recruitment activities.
- 10 Liaise with colleagues in Marketing and Data Services to co-ordinate clearing and enrolment activities and organise staff rotas to provide an excellent student experience and maximise recruitment opportunities.
- 11 Identify and improve areas for development to support the creation of smooth transition pathways from FE to HE based on effective engagement strategies to capture student interest.
- 12 Liaise and work in partnership with external schools, academies and sixth form colleges to promote HE for Hull and Goole Colleges and organise master classes, open events and activities to raise aspirations to support an increase in enrolment.
- 12 Actively comply and contribute to the College's policies and procedures, particularly in relation to Health and Safety, Safeguarding, Equal Opportunities and Data Protection.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Willingness to undertake further qualifications, staff development & training	✓		AF/IV
Honours Degree Level 6 (or equivalent)	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Knowledge and empathy with the issues of widening participation and inclusiveness in Higher Education	✓		AF/IV
Experience of managing projects to tight timescales.	✓		AF/IV
Experience of contributing to policy and systems development	✓		AF/IV
Current experience of teaching at HE level in at least one subject area		✓	
SKILLS AND ABILITIES			
Excellent interpersonal and communication skills	✓		AF/IV/AT
Excellent report writing skills including the ability to summarise and present information clearly and accurately	✓		AF/IV
A proven track record in the development and delivery of one or more elements comprising a flexible curriculum/ programme of learning	✓		AF/IV
Ability to lead and participate effectively in team activities	✓		AF/IV/AT
Experience of working in collaborative or partnership settings	✓		AF/IV
Genuine team player with the ability to nurture and sustain relationships across teams	✓		AF/IV
Understands and maintains boundaries of confidentiality and data protection	✓		AF/IV
High level of attention to detail with the ability to work accurately under pressure within tight deadlines	✓		AF/IV
Ability to use IT competently at a level commensurate with the post	✓		AF/IV
Ability to travel between all of the Group sites	✓		AF/IV
Ability to work flexibly including evenings and weekends	✓		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview