

Post/Job Title:	Schools Liaison Coordinator
Ref:	343
Location:	Studland House, Lansdowne Campus
Professional Service:	Marketing & Communications (M&C)
Normal hours per week:	Full Time (1.0 FTE)
Grade:	4
Accountable to:	Schools Liaison Manager
Special conditions:	Flexible approach and additional hours frequently required
DBS:	We are committed to providing a safe environment for all students and staff. This position is required to undertake regulated activity and therefore is subject to a satisfactory DBS Disclosure. Further information on BU's safeguarding policies on safeguarding vulnerable groups can be found online.

Job Purpose

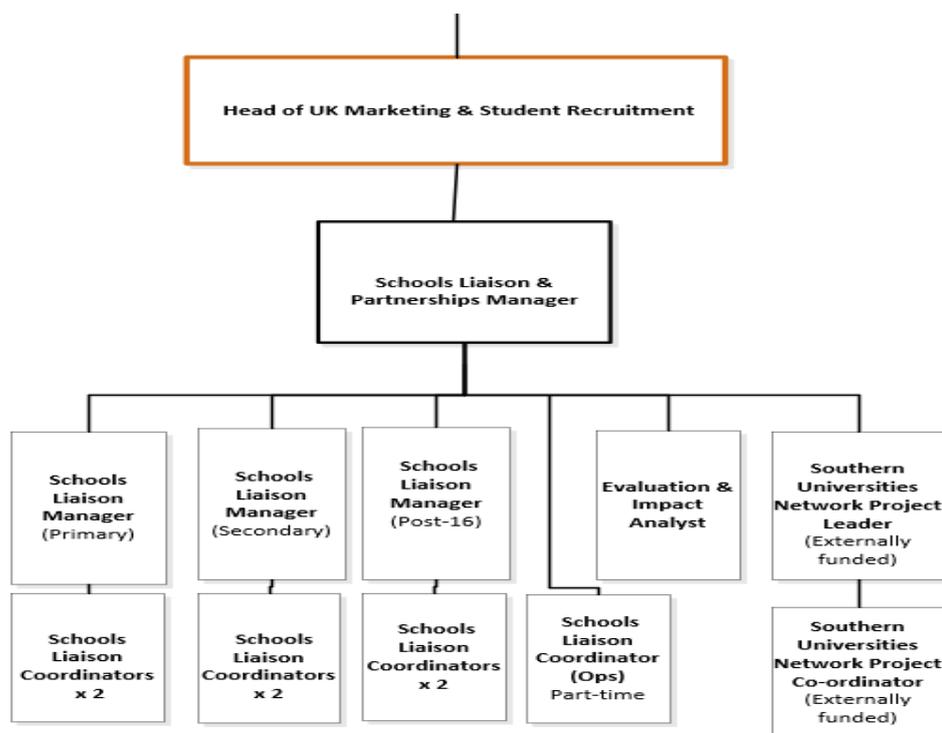
Working within the Schools Liaison & Partnerships function, the postholder will coordinate and deliver an effective series of activities, interventions, and workshops to inspire and engage target learners, including those from under-represented higher education groups.

Main Responsibilities

1. Organise and deliver workshops, events, and presentations tailored to the audience in target schools, colleges, academies, and other external venues working with 8-19-year-old learners, mature learners, education staff, and other key influencers.
2. Manage internal and external enquiries, communications, and event bookings for the Schools Liaison & Partnerships Team.
3. Represent BU locally, regionally, and nationally in schools, colleges and academies, providing information and guidance about Higher Education and BU's courses to target audiences.
4. With full support, take responsibility for a specific event/s or activity focused on primary, secondary or sixth form and college students.
5. Support the Schools Liaison Manager/s in building and maintaining strong relationships with internal and external stakeholders to promote and organise events and projects.
6. Work with the Operations team and Schools Liaison Manager/s to recruit, train and manage Bournemouth University students (Student Ambassadors) to support the delivery of the schools' liaison programme.
7. Assist with the day-to-day task management of the Schools Liaison & Events Assistants, and Student Ambassadors to support programme activity.

8. Monitor & evaluate activities to ensure effectiveness and impact, ensuring activities' continual improvement and development. Provide timely reports, summaries, and data updates, as required.
9. Work closely with the Schools Liaison & Partnerships Team to continually review and enhance the programme of activity, making recommendations for best practices by keeping up-to-date on trends and developments in education and widening participation.
10. Work flexibly, often outside normal working hours, and be prepared for regular travel to represent BU. Support other BU events (in and outside normal office hours) in line with M&C departmental commitments.
11. Any other associated duties as required by the Schools Liaison Manager/s.

Organisational Structure



Dimensions

M&C is responsible for the University's strategic marketing, student recruitment, information and research, and corporate and internal communications.

The Schools Liaison Co-ordinator reports to a Schools Liaison Manager.

Contacts

Internal Students, all levels of staff across Faculties and Professional Services

External Prospective students and other clients, staff from other Higher and Further Education Institutions, staff from schools and colleges, Careers Advisers, other key influencers, UCAS, HELOA, government agencies, local authorities

Challenges

- Being innovative and flexible in developing activities and initiatives to inspire young people and their influencers
- Managing multiple projects with tight deadlines

- Organising and prioritising a large workload whilst maintaining attention to detail
- Remaining calm under pressure with the ability to problem-solve effectively

Information Governance Responsibilities

Data User

i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The post holder must always carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary occasionally without changing their general character or level of responsibility.

All employees should be aware of and comply with the University's Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

March 2025



Person Specification

Post / Job Title: Schools Liaison Co-ordinator	Post No: 343
Faculty/ Service: Marketing & Communications	Date: March 2025
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Good standard of education e.g. A levels or equivalent to include GSCE Mathematics/Science (work experience will also be applicable and can substitute for qualifications)	E
Experience of developing and delivering workshops, activities and/or interventions aimed at children and young people	E
Experience in project management and managing others as part of a scheme (e.g. volunteers, student ambassadors)	E
Experience of event organisation, including producing engaging and appropriate resources, for use with young people, and their key influencers	E
Excellent knowledge of word processing and spreadsheet packages (MS Office)	E
Experienced and confident internet and IT systems user	E
Good understanding of need to evaluate and experience of market research & evaluation activity using surveys, data packages and feedback mechanisms.	D
An interest and passion for working with target learners and their influencers in education, student recruitment and/or widening participation	E
Knowledge of UK Education system at school, further and higher education level	D
Knowledge and experience of Higher Education, Widening Participation and Fair Access initiatives	D
Skills	
Effective communication skills with a diverse range of audiences	E
Strong presentation and facilitation skills	E
Outstanding planning, organisational and time management skills	E
Ability to problem solve in difficult customer-facing situations and under time pressure	E
Excellent interpersonal and negotiation skills	E
Accurate with close attention to detail	E
Excellent IT skills	E
Attributes	
Ability to inspire and motivate young people	E
Personable and confident	E
Confidence in speaking to large groups of all ages & backgrounds	D
Persistence with the ability to complete tasks	E
Ability to work as independently and flexibly as part of a team	E
Ability to work occasional unsocial hours	E
A UK driving licence or equivalent mobility and ability to travel throughout the UK	E
Commitment to delivering Service Excellence	E