

## Job Description

<b>Post/Job Title:</b>	<b>Schools Liaison Coordinator</b>
<b>Ref:</b>	<b>POSN107159</b>
<b>Location:</b>	<b>Studland House, Lansdowne Campus</b>
<b>Professional Service:</b>	<b>Marketing &amp; Communications (M&amp;C)</b>
<b>Normal hours per week:</b>	<b>Full Time (1.0FTE)</b>
<b>Grade:</b>	<b>4</b>
<b>Accountable to:</b>	<b>Schools Liaison Manager</b>
<b>Special conditions:</b>	<b>Flexible approach and additional hours frequently required</b>

### 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 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.

### **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**

<b>Internal</b>	Students, all levels of staff across Faculties and Professional Services
<b>External</b>	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 barred 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**

NB:

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

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality & Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**August 2025**

Post / Job Title: Schools Liaison Co-ordinator		Post No: POSN107159
Faculty/ Service: Marketing & Communications		Date: August 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