Murray Edwards College
University of Cambridge

Job Description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Access Programme Manager</th>
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<tr>
<td>Department</td>
<td>Tutorial</td>
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<tr>
<td>Location</td>
<td>Office based at Murray Edwards College, Cambridge. Significant travel across England will be required.</td>
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<tr>
<td>Purpose of role</td>
<td>To manage and deliver key access, student recruitment and widening participation programmes to varied audiences of children, young people, parents, teachers, advisors and other stakeholders.</td>
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<tr>
<td>Line manager</td>
<td>Head of Access and Student Recruitment</td>
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<td>Line manages</td>
<td>N/A</td>
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<tr>
<td>Salary Band</td>
<td>Band 5</td>
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<tr>
<td>Hours</td>
<td>37.5 per week</td>
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<tr>
<td>DBS check required?</td>
<td>Yes / ☐ No ☑ If yes: Basic / ☐ Standard / ☑ Enhanced ☑</td>
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Overview of the role

Murray Edwards College is a modern, friendly and secular college committed to the highest standards of education for women of all backgrounds. We aim to enable students to realise their full potential at Cambridge and in their future lives and careers.

The Access and Student Recruitment team works alongside the Admissions team and stakeholders across the College, and is dedicated to delivering programmes that engage schools and young people, encouraging progression to higher education. Specifically, there are three aspects of work:

- **Widening Participation** – activity designed to raise aspirations to study at any university or college providing higher education opportunities.
- **Access** – work to attract applicants to the University of Cambridge from backgrounds within the United Kingdom traditionally underrepresented at Cambridge.
- **Student Recruitment** – activity designed to attract applicants directly to Murray Edwards College, raising awareness of the College and promoting it to broader and more audiences.

Reporting to the Head of Access and Student Recruitment, the role holder will deliver programmes of activity, including virtually delivered activities, partnership activities, and travelling to schools and colleges across the country, as required. The role holder will be effective in direct engagement with target audiences of young people and adults, as well as the communication, preparation, management and evaluation of programmes, projects, events, activities and content designed for this purpose.

The role holder will work closely with colleagues in the Access and Student Recruitment team on a range of online activities, and other outreach opportunities that contribute to the College’s strategic goals, working in partnership with external organisations, on occasion, as required.

Main duties and responsibilities:
• Deliver key Access and Student Recruitment programmes of activity for the College across the country, with particular emphasis on the College’s link areas of Haringey, Manchester and Derbyshire, as well as the *She Talks Science* programme that focuses on supporting more young women to progress into STEMM fields at the College and wider University of Cambridge.
• Manage relationships with external stakeholders, especially schools, community and third sector partners, developing productive, sustainable local and regional partnerships.
• Deliver events and activities to target audiences of young people and adults both independently and with colleagues in the Access and Student Recruitment team and across the College.
• Create and deliver virtual and face-to-face activities to school groups, teachers, advisors and parents, travelling to schools and other venues across England, as well as staying overnight in a supervisory capacity with groups of children and young people in the College and elsewhere, as required.
• Where appropriate, organise and oversee teams of Student Ambassadors in support of activities with audiences of young people and adults. Supervise groups of young people during activities as required, in line with College Safeguarding policy.
• Work with colleagues in Murray Edwards College’s Access and Student Recruitment team, Admissions Office, the wider College and the wider University to support the planning and delivery of the Cambridge Open Days, student and teacher conferences, HE Fairs and other similar activities.
• Liaise with the wider Access and Student Recruitment team in order to ensure that administrative, logistical and communications tasks and support required for Access and Student Recruitment programmes of activity are clearly identified, planned and shared in good time.
• Work closely with colleagues in Murray Edwards College’s Access and Student Recruitment team, Admissions Office, the wider College and the wider University to ensure consistent data capture to evidence the impact of existing and new student recruitment, access and widening participation initiatives across the country.
• Under the direction of the Head of Access and Student Recruitment, produce reports on Access and Student Recruitment programmes of activity and analyse impact for internal use, as well as contributing to reports for external stakeholders, such as funders and partner organisations.
• Utilising University and sector-wide networks, as well as your professional experience, work with the Head of Access and Student Recruitment to support the exploration, development and delivery of new programmes of activity for the College, in line with its strategic objectives.
• Any other duties that are within the scope, spirit and purpose of the role, and as requested by the line manager.

### Person Specification

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<tr>
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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications:</strong></td>
<td>• Educated to degree level or equivalent experience.</td>
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<td><strong>Skills, knowledge and experience:</strong></td>
<td>• Knowledge of, and commitment to, higher education outreach and social mobility in the UK.</td>
<td>• Experience of widening participation/access/student recruitment work</td>
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<td></td>
<td>• Knowledge of the structure and systems of UK higher education.</td>
<td>• Knowledge of the Cambridge undergraduate system.</td>
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<td></td>
<td>• Knowledge of the structure and systems of UK secondary schools, sixth forms and colleges.</td>
<td>• Recent UK teaching experience.</td>
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<td>• Awareness and understanding of the issues that affect student recruitment, especially of under-</td>
<td>• Experience managing projects and/or programmes.</td>
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represented groups, to Cambridge.

- Experience of coordinating and running events.
- Experience of coordinating projects and/or programmes.
- Ability to produce written reports
- Research skills with both quantitative and qualitative data.

**IT skills:**

- A high level of computer literacy and IT skills regarding common Microsoft platforms and applications, including 365 and SharePoint.
- Confidence using video conferencing applications for online events and activity delivery.

**Personal attributes:**

- Excellent communication skills including written, oral, digital and presentational.
- An ability to effectively engage with children, young people and adult audiences – and an excitement in doing so.
- Sensitivity and flexibility in approach to working with a diverse range of people.
- Highly organised and motivated; ability to work independently and as part of a team.
- Excellent attention to detail.
- Excellent interpersonal skills: able to form strong working relationships with the Fellows, staff and students of the College.
- Flexibility with working hours and willingness to travel across England for work purposes – including evenings, weekends and overnight stays.

- Knowledge of the Cambridge Student Information Service (CamSIS)
- Knowledge of the Higher Education Access Tracker (HEAT) service

A satisfactory DBS check will be required, due to the nature of the role.