



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	B004
Job Title	Schools Outreach Engagement Partner
Salary	£26,081.27 - £27,322.12- Actual annual salary (Pro rata'd of £28,935.23 - £30311.86 per annum)
Contract Type	Permanent, 37 Hours per week, 40 weeks per year
Campus	Gloucester with the ability to travel to other sites
Department	Marketing
Reporting To	B2C Marketing Manager
Holiday	Term Time Only
Pension	Peoples Pension 4% or 5% Matches Contribution

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting for an enthusiastic and highly engaging individual to join the Marketing team at Gloucestershire College as our Schools Outreach and Engagement Partner.

The Schools Outreach and Engagement Partner plays an essential role in the transition and recruitment of young people from secondary education to post-16 education. Developing and maintaining excellent relationships with local secondary schools and working in partnership with key external organisations/services.

The core focus of the role includes advising young people, their parent/carers, teachers, and other stakeholders about the College offer and supporting post 16 choices. The successful candidate will be responsible for coordinating school requests, organising and attending events and assisting young people with initial information, advice and guidance (IAG).

About the Role – Duties and Responsibilities

- To maintain detailed analysis of outreach and engagement by feeder school through reporting on application data and sending out reports.
- To evaluate the current relationships with feeder schools, position of local competitors and recommend actions to address emerging concerns.
- To establish links, build relationships and maintain effective partnerships with key staff and teachers at local schools
- Gain access to and support at school career/next steps events and assemblies for their pupils. To be a point of initial IAG to young people about the College offer and prioritise requests.
- To support an effective and considered transition for young people into college.





- Liaise with GC transition team and/or Local Authority to support potential NEET via year 11 transition panels.
- To communicate, support, attend and facilitate college events, such as open events and taster days.
- To build, maintain and contribute to key external partnerships with organisations (such as GROWS, Youth Support Team, FutureMe and GFirst Career Hub)
- To establish strong working relationships internally with Heads of School, their curriculum delivery teams and wider cross-college support teams.
- To organise the school's taster days for all campuses in collaboration with Heads of School.
- To undertake other relevant departmental and College tasks as required by the B2C Marketing Manager
- To support a culture of high-quality customer service for both internal and external customers
- Work with the marketing team to align schools outreach activity with the wider marketing department strategy and annual operational plans.
- Attend marketing related meetings and provide updates regarding schools outreach activity.
- Evaluate the effectiveness of school outreach activities, using relevant reports and data to identify trends, insights and opportunities for improvement.

About the You

Our Shortlisting Criteria

Essential	- Experience of working with and supporting young people between the ages of 14 and 18. - Experience of working with schools and designated careers/IAG staff. - Extensive experience of managing and maintaining external relationships with key contacts. - Experience of support and organising events - Able to drive between campuses and other locations - Experience of working and coordinating with internal teams - A minimum of L3 IAG qualification, or willingness to undertake
Desirable	- An understanding of the local pre-16 education and network of key contacts across local schools - Experience of delivering sessions to young people, staff and parent/carers. - Up to L6 Careers/IAG qualification





The Perfect Person for us will demonstrate

Abilities	- A strong communicator; both written and verbal - Confident and engaging presentation skills - Confident in delivery of initial IAG support - Ability to analyse data - Ability to develop strong professional relationships with internal and external stakeholders - An aptitude for planning and prioritising work and meeting deadlines - Ability to keep calm in a crisis situation, whilst instilling processes and clear communication
Job Circumstances	- The ability to travel between all College sites, schools and other locations in the county - Full UK driving license and vehicle required - Will require working across all campuses, remote working, evening events and visiting schools across Gloucestershire - Prepared to attend evening/early morning school events - Work irregular hours when required - Ability to transport event and print collateral such as leaflets and stands - This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post





Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.