

Postgraduate Outreach Rep

A unique opportunity to work with the University's Postgraduate Marketing Team. You will act as an ambassador for postgraduate study at Northumbria University, inspiring and encouraging current undergraduate students and other prospective postgraduate students to apply to study at Northumbria.

You will act as a point of contact and an advocate on campus, leading a range of pop-up events, both in lectures and central student spaces. You will be positive and enthusiastic about Higher Education, in particular promoting the excellence of Northumbria and relating this to your own personal Higher Education journey.

If you think you've got the skills and a desire to work in a marketing environment, or have a passion and commitment for postgraduate study at Northumbria, we want to hear from you. Hourly rate is £8.53 or £9.10 (for over 25s). Office hours will be negotiable around your timetable but a commitment of 10-15 hours per month over the next ten months is anticipated.

Please note that shortlisted applicants will be invited to give a small presentation on Tuesday 8th October and successful applicants are expected to attend a mandatory training session on Saturday 19th October.

If you have any enquires please contact, nu.postgraduate@northumbria.ac.uk before Wednesday 2nd October.

JOB DESCRIPTION

Job Title:	Postgraduate Outreach Rep
Grade:	Hourly rate (£8.53 / £9.10)
Employment Category:	Casual
Hours:	10 hours per month
Responsible to:	Postgraduate Marketing Coordinator Postgraduate Marketing Assistant
Location:	Pandon Building (Marketing office), around campus and occasionally at national events

Purpose of Post:

To support the postgraduate student recruitment campaign by providing a direct link between the University and prospective students. To act as a point of contact for potential students, on and off-campus, and to act as an ambassador and passionately promote postgraduate study at Northumbria.

From time to time we will film live question and answer sessions, campus tours and short videos. We hope that our Outreach reps will feel comfortable in front of a camera, although we may provide training if required.

Responsible for:

- Representing the institution in the capacity of Postgraduate Outreach Rep
- Provide a direct link between undergraduate current students and the University's postgraduate programmes
- Offer information to prospective postgraduate applicants
- Working with the Postgraduate Marketing Team to deliver a programme of recruitment events and projects on and off campus, for example Postgraduate Open Days and recruitment fairs
- Preparing and delivering presentations to encourage progression to postgraduate study to undergraduate students on and off campus
- Passionately representing the University and encouraging and inspiring students to apply for postgraduate study
- Attending regular meetings to discuss upcoming events, provide feedback on past events and work with the PG Marketing team to discuss upcoming Marketing campaigns.

Conditions of Employment

Successful candidates will be active members of the wider Postgraduate Marketing Team, and are expected to represent the University accordingly. As an employee you will be subject to the procedures and policies applicable to all staff members including, but not limited to; Equality & Diversity, Health & Safety and Disciplinary Procedure.

Once working hours and event attendance have been agreed they should not be changed without prior agreement of the Postgraduate Marketing Coordinator or Postgraduate Marketing Assistant.

Benefits of Employment

In addition to the financial rewards, the role offers an excellent opportunity to gain valuable and CV-enhancing work experience in a fast moving, HE marketing environment. The successful candidate will be part of a busy marketing team, well respected in the HE sector for innovative and forward-thinking campaigns. Successful completion of the role will result in references to use in securing any future employment

Location:

The role will be a combination of remote working and office based:

- Pandon Building, First Floor (Marketing Office)

Several projects will feature the following locations:

- Northumbria's City and Coach Lane Campuses
- National event locations

* Payment

- You will be paid on a monthly basis on submission of a Casual Claim Form, which you must complete and submit to the Postgraduate Marketing Assistant by the 1st of each month. This form will be authorised and then be sent to the Payroll. If this form is not submitted, or submitted late, this may result in a delay to your payment being made.

Working Hours

10-15 hours per month over a 10 -month period starting from the date of appointment. Please see Contract of Employment for details of working guidelines.

Person Specification

		E/D	A/P
1.	Specific Knowledge		
	Have some understanding of:		
	<ul style="list-style-type: none">Current experience of a being a postgraduate student	E	A/P
	<ul style="list-style-type: none">Current experience of attending Northumbria University	E	A/P
2.	Skills and Abilities		
	<ul style="list-style-type: none">Excellent written and oral communication skills including the ability to make presentations to a large variety of audiences	E	A/P
	<ul style="list-style-type: none">The ability to relate easily to a range of people including business, adults in colleges and the community; university undergraduates; and academic staff	E	A/P
	<ul style="list-style-type: none">Be energetic and proactive in promoting the University as a centre of excellence on and off campus	E	P
	<ul style="list-style-type: none">Marketing skills & awareness	D	A
	<ul style="list-style-type: none">The ability to work consistently and without close supervision	E	A
	<ul style="list-style-type: none">The ability to work independently on your own initiative as well as co-operatively with staff and students in a variety of roles	E	A
3.	Experience		
	<ul style="list-style-type: none">Evidence of enthusiasm and positive approach to university life	E	A/P
	<ul style="list-style-type: none">Experience of delivering activities to different age groups	D	A
4.	Education/Training		
	<ul style="list-style-type: none">Current postgraduate student at Northumbria University	E	A
5.	Other Requirements		
	<ul style="list-style-type: none">A commitment to working with students and other people in accordance with the University's Equal Opportunities Policy	E	A
	<ul style="list-style-type: none">Willingness to occasionally represent the University away from Newcastle working throughout the UK and to undertake evening and weekend work as required	E	A
	<ul style="list-style-type: none">A commitment to attend regular meetings with the Marketing team and Digital Content Creators, to discuss Marketing aims going forward.	E	A
	<ul style="list-style-type: none">Allowance of certain tasks to be filmed – always with advance notice and full information on the use of the footage taken.	E	A