



A unique opportunity to work for an outstanding residential adult education college in the UK

Northern College has been graded outstanding in all areas by Ofsted and we are looking for someone to join the college who can contribute to our continued success. Northern College offers a wide range of adult learning provision including; literacy, numeracy and return to study courses, an Access to Higher Education Diploma, Higher Education courses and Trade Union Studies. Set in beautiful parklands and with excellent facilities, Northern College for Residential Adult Education has a powerful reputation for the quality of its services.

Student Engagement Officer

Salary: £18,870 per annum - Working 36 hours per week

Fixed term until 20 December 2019

As the first point of contact for all student enquiries, you will be responsible for supporting the delivery of a structured approach to student engagement and for creating an excellent student experience. With proven experience of working with adults in an educational or community setting, you will provide information to prospective students and support them at all stages of the recruitment process to ensure student engagement and retention. This will involve close liaison with curriculum and administrative staff teams to ensure students receive appropriate information relevant to their needs.

You will need to be competent in the use of ICT particularly MS Office and databases and have the ability to prepare and write reports on the analysis of student data. You should have a Business Administration or Customer Service qualification at Level 3 or a relevant equivalent qualification and a minimum of GCSE (grade C) or above in Maths and English or relevant equivalent.

The benefits of working for the College include: access to the Local Government pension scheme (South Yorkshire Pension Fund), free on-site parking, family friendly policies, health and well-being schemes and opportunities for professional development. We are an equal opportunities employer, applications are particularly welcome from disabled, black and minority ethnic groups as they are currently under represented within our staff group. To find out more information about the College, view the job description/person specification and to download an application form please visit the jobs page at www.northern.ac.uk/jobs. For any queries about this vacancy please contact the HR department on 01226 776000.

Northern College is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment. We are an equal opportunities employer, applications are particularly welcome from disabled, black and minority ethnic groups as they are currently under represented within our staff group. Northern College promotes the welfare of all students and is fully committed to safeguarding and to fulfilling its obligations under the Prevent duty. The college expects all staff to share these commitments.

Application forms must be submitted by Tuesday 19 February 2019

Interviews will be held on Tuesday 5 March 2019

Registered Charity Number 507245

