



The Northern College is an outstanding adult residential college set in beautiful parklands just south of Barnsley www.northern.ac.uk. It is an exciting time for the college, with a real focus on promotion, innovation and diversification to further grow and develop the offer.

STUDENT MARKETING AND ENGAGEMENT ASSISTANT

Salary: £19,554 - £21,166 per annum - Working 36 hours per week (Fixed term until 31 July 2020)

Working in this exciting role you will be responsible to the Business and Marketing Manager for providing PR at events to raise the college profile and support the delivery of a structured approach to student engagement, ensuring the department delivers an outstanding student experience. With proven experience of working in an educational and/or community outreach setting, you will be the central point of contact for all student enquiries and therefore you will need highly developed interpersonal skills to be able to engage with a diverse range of students. You will be expected to provide a high quality meet and greet service to prospective students and represent the college at key events including open days, admission days, interview days and celebration events. You will monitor and respond to enquiries from students received over the telephone, via email and through the college's website including the college's social media platforms.

You will need to be competent in the use of ICT particularly MS Office and have recent and relevant experience in using databases. You should be able to analyse student enquiry data and be familiar with preparing and writing reports on the analysis of student data for the management team. You will be appropriately qualified and hold a Level 3 qualification in Business Administration or Customer Service (or relevant equivalent) 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. 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: 26 June 2019

Interviews will be held on: 10 July 2019

Registered Charity Number 507245

