

October 2020

Student Funding & Outreach Manager Position

Thank you for your interest in the Student Funding & Outreach Manager post. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail:

Email: HRMailbox@westdean.ac.uk

Closing Date: Sunday 25th October

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks, please assume that your application has been unsuccessful on this occasion.

JOB DESCRIPTION

JOB TITLE	Student Funding & Outreach Manager (Job Share: 0.4FTE to 0.6FTE. To outline preferred FTE on application)
SALARY	£35,000 FTE
BUSINESS AREA	Student Recruitment & External Engagement
LOCATION	West Dean College of Arts and Conservation with potential home working (TBC)
RESPONSIBLE TO	Head of Student Recruitment & External Engagement
RESPONSIBLE FOR	Alumni & Networks Officer, Access & Participation Officer

MAIN RESPONSIBILITIES

- Sourcing funds from charitable trusts, grant-giving bodies, statutory bodies and individuals in order to maximise available bursaries, scholarships and other sources of funding to support student recruitment;
- Overseeing the development of a strategic approach to external engagement with alumni and other stakeholders to support the promotion of the College's work and reputation;
- Overseeing the development of a strategic approach to develop, reach and engage a wider audience to the College's work.
- Publicising & advising of student funding options and opportunities as appropriate in order to support recruitment.
- Be a member of the College's Grants and Bursaries Committee and advise the committee on criteria for awards and funding availability as required.

GENERAL DUTIES & RESPONSIBILITIES

Fundraising

- In conjunction with the Head of Student Recruitment & External Engagement, develop a fundraising strategy with income targets primarily to support student recruitment.
- Researching and approaching trusts, government agencies and other bodies that could potentially make grants to the organisation, maintaining a portfolio of new prospects and engaging current donors to maximise their contribution to the organisation.
- Writing and presenting high quality proposals.
- Managing the grant application process and ensuring that reporting is tracked and meets donors' expectations.

- Developing relationships with major donors, identifying new potential major donors and nurturing relationships.
- Ongoing monitoring, evaluation and reporting of the effectiveness of the strategy and developing new approaches, when required.
- Utilise internal contacts to ensure that fundraising opportunities are maximised and ensure that all stakeholders are kept up to date on activity for use towards the overall recruitment strategy.

Funding Advice

- Disseminating advice and information to internal stakeholders and through any applicable events, such as open days, funding options available to support recruitment.
- Where required, proactively liaising with current and prospective students to confirm funding options that are available
- Keeping a track of the funding cycles and communicating any deadlines in advance.

Access & Participation

- Lead in the strategy and design of evidence-led initiatives that support the College's aims to widen access and improve participation from under-represented groups.
- Ensure that all the projects/activities are communicated across the College and externally to promote the College's work and social responsibility aims.
- Report on and evaluate the success of strategies.

Alumni and Networks

- Overseeing the development of a strategic approach to external engagement with alumni and other stakeholders to support the promotion of the College's work and reputation.
- Oversee the planning and delivery of an annual programme of activities to support the new Alumni and Networks strategy.
- Report on and evaluate the success of strategies.

Budget management

- Manage the annual departmental budget.
- Ensure spend is appropriately planned and monitored.

Line management

- Line management responsibility for Alumni & Networks Officer and Access & Participation Officer
- Provide clear instruction, set objectives and monitor progress against them, manage workflow, support development and allow for independence on projects.
- Undertake effective Continuous Performance Reviews.

General

- Build and maintain excellent working relationships, both internally within the organisation, and with external partners and suppliers
- Engage in professional development and training as agreed with the Head of Student Recruitment
- Undertake any other duties as may be reasonably requested.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

This job description is subject to regular review in consultation with the post holder.



PERSON SPECIFICATION

<p>Experience & Knowledge</p>	<p>Experience of contributing to and implementing strategy and change</p> <p>Line management experience</p> <p>Demonstrable experience of student funding cycles and processes within HE</p> <p>Demonstrable experience of imparting funding advice to a variety of stakeholders (internal and external)</p> <p>Demonstrable experience of developing and submitting funding applications to sector bodies</p> <p>Understanding of current higher education issues, policy and regulation in particular in relation to outreach.</p> <p>Knowledge and experience of proactively addressing access and inclusivity</p> <p>Project management and evaluation experience</p>
<p>Education/qualifications</p>	<p>Educated to degree level or equivalent professional qualification in related discipline</p>
<p>Attributes</p>	<p>Demonstrable ability to actively build effective and productive relationships internally and externally.</p> <p>Outstanding communication and interpersonal skills, including well developed negotiation, influencing and networking skills</p> <p>An ability to relate to people across a wide range of mediums in order to influence and build networks.</p> <p>Excellent presentation skills and a creative approach to developing and delivering engaging presentations.</p> <p>Excellent written and content skills.</p> <p>Good ambassadorial skills, able to confidently represent the College and its work externally</p>



	<p>An ability to work collaboratively in a job share and as part of a team to meet shared objectives</p> <p>Receptive to new ideas and approaches</p>
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STUDENT FUNDING & OUTREACH MANAGER

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	1 x Permanent Part Time (Job Share) Contract.
Duties:	As attached job description.
Salary:	£35,000 per annum (£14,000-£21,000 pro rata).
Hours:	14-21 hours per week (0.4-0.6 FTE) (to confirm FTE preference on application).
Place of Work:	West Dean College and home working where possible.
Holidays:	36 days per holiday year (Full Time Equivalent) (1 October to 30 September) inclusive of Bank Holidays (pro rata).
Sickness:	10 days in any consecutive twelve month period (Full Time Equivalent), or longer period at the Foundation's discretion.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.