

Job description

Post title	Higher Education Liaison Representative (HELRL)
Department/Division/Directorate	Marketing
Responsible to	UK/Europe Marketing Assistant

Role purpose

- To work at on campus and off campus event and activities; this will include representing King's at school and college HE fairs, and giving presentations about student life, studying in London and, on occasion, university applications.
- To be a positive student role model encouraging prospective students to consider King's College London as a viable and attractive option.

Role outline

Key responsibilities and objectives of the job:

- To work with and for the Student Ambassador Programme at on campus and off campus activities; this will include representing King's at School and College Higher Education recruitment fairs, delivering presentations and attending open days.
- To be a positive student role model, encouraging prospective students to consider Kings College London as a viable and attractive option.
- To offer support to prospective students, fellow staff members involved in the activities, in a safe and friendly manner.
- To take responsibility for growing your knowledge of all undergraduate programmes (and postgraduate where necessary) offered at King's.
- Ensuring thorough preparation to ensure presentations are delivered in a professional manner.
- To take responsibility for contacting the schools liaison team to make arrangements for the collection of HE Fair equipment.
- Ensuring any attendance at higher education fairs is punctual.
- Speaking to prospective students, their parents and teachers in a friendly, but professional manner.
- To collect contact details of prospective students where appropriate for subsequent communication by the Marketing Department
- Reporting back in a timely manner on events attended for our records, including filling out evaluation forms as required.
- Submitting expense claims and entering timesheet hours in a timely manner.

Specific Aspects - indicate frequency D (daily), W (weekly), M (monthly) where applicable:

Intensive Display Screen Equipment work (e.g. data entry or digital microscopy):		Direct patient contact involving exposure prone procedures (EPP):	
Heavy manual handling:	M	Direct patient contact, no EPP	
Highly repetitive tasks (e.g. pipetting or re-shelving books):		Work with patient specimens (e.g. blood or tissue samples):	
Shift work, night work or call-out duties:	M	Work with GM organisms or biological agents that may pose a hazard to human health:	
Work involving risk of exposure to environmental or human pathogens (eg. in waste streams or soils):		Hazards which require health surveillance e.g. respiratory sensitisers (allergens, substances with risk phrase R42, wood dust etc) or loud noise:	
Driving vehicles on College business:	M	Food handling or preparation:	
Work at height (e.g. ladders, scaffolds etc.)		Work in confined spaces (e.g. sump rooms, etc.)	

General

All ambassadors are expected to adhere to King's policies and procedures.

Interviews will take place on Tuesday 17, Wednesday 18, Thursday 19 and Friday 20 October 2017.

Ambassadors joining during this round of recruitment will be required to attend training on Wednesday 25 October and Wednesday 8 November 2017.

This role is flexible around your studies. The hours of work per week will vary depending on event requirements. There is no minimum hours required to work per week, however students are expected to work a minimum of 8 hours throughout the academic year.

Date

September 2017

Please note

This job description reflects the core activities of the role and as the College and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager. The Human Resources department should then be consulted as to the implications of the proposed changes.

Person specification

Eligibility to work in the United Kingdom

All candidates will need to provide proof of eligibility to work in the UK and must comply with UKVI regulations on the number of working hours.

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application I Interview P Presentatio n
Knowledge/skills			
IT skills i.e. Word Processing, Excel and PowerPoint		*	AP
Ability to prioritise workload		*	AP, I
Good attention to detail	*		AP, I
Excellent verbal and written communication skills	*		AP, I
Confident and persuasive public speaker	*		I P
An eagerness to attract students to study at King's College London	*		AP, I
Absorbing and assimilating information with rapidity and delivering with confidence to others at short notice		*	AP, I, P
Experience			
Giving Presentations		*	AP, I
Direct contact with students or young people	*		AP, I
Prior experience of representing an organisation to external stakeholders		*	AP, I
Engagement in extra-curricular activities at King's or other opportunities in and around London		*	AP, I
Personal characteristics/other requirements			
Current student at King's College London	*		AP

Excellent Team Player	*		AP, I
Enthusiasm for Higher Education	*		AP, I
Willingness to work out of hours & occasionally travel for work as necessary	*		AP, I
Highly Organised	*		AP, I
Excellent Punctuality	*		AP, I