JOB DESCRIPTION

Job Title: Student Recruitment Officer

Council: Training in Ministry, Union Theological College

Salary Scale: A5: £27,559 - £31,817 per annum, 35 hours per week

Responsible to: The Principal of Union Theological College

MAIN FUNCTION OF JOB

To contribute to the Christian ministry and mission of the Presbyterian Church in Ireland through the delivery of the duties outlined.

Under the direction of the Principal of Union Theological College promote the work of Union Theological College (UTC) to prospective students, schools, colleges and partner organisations. The role supports the development and delivery of recruitment strategies with a view to ensuring recruitment targets are attained, enhancing UTC visibility and develop the college Alumni network.

RESPONSIBILITIES AND DUTIES

Work with the principal of UTC to develop and implement a recruitment strategy to optimise recruitment

Produce marketing and communication materials which support recruitment initiatives promote the work of UTC to enable recruitment across the available pathways;

To represent the UTC in schools, colleges, education fairs and other relevant groups to promote the BA (Hons) Theology pathway

Deliver presentations and provide information about pathways and admissions processes

Serve as a point of contact to guide potential applicants

Engage with prospective students in person, by phone, email or online channels

Maintain accurate records of student inquiries, event attendance and recruitment outcomes

Provide regular reports on recruitment activities, trends and conversation rates

Remain informed and up to date with an understanding of higher education issues in the UK

Collaborate with faculty and staff to stay updated on programs and pathways that UTC offer

To adhere to the Equal Opportunity Policy and to promote equality of opportunity where possible;

To work in accordance with other relevant workplace policies and procedures e.g. Health and Safety Policy, Data Protection Policy.

Such other duties as are appropriate to the post as may be required by the Principal or the Union Theological College Management Committee.