PERSONNEL SPECIFICATION

Job Title: Student Recruitment Officer

Council: Training in Ministry

Responsible to: The Principal of Union Theological College

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

Location: Union Theological College with flexibility for travel throughout NI

CRITERIA

1. QUALIFICATIONS AND KNOWLEDGE

Essential

- A bachelor's degree in any subject
- Knowledge of the post-primary educational system in Northern Ireland

Desirable

- A degree in education, marketing, business, communication, theology or a related field
- OCR (RSA) Stage III Word-Processing or equivalent
- Knowledge of the structures of the Presbyterian Church in Ireland

2. RELEVANT EXPERIENCE

Essential

- At least 2 years' experience in a relevant marketing/
- recruitment role.
- Experience of developing and implementing innovative marketing and or recruitment strategies
- At least 3 years' experience in the use of Microsoft Office
- Experience of networking and building relationships with a wide range of stakeholders, both internal and external including school leadership
- Experience of developing and delivering presentation / information sessions through a range of platforms
- Experience of planning and delivering recruitment activities

Desirable

- Experience in student recruitment, sales, or admissions
- Experience of working within a target driven environment
- Experience of market research and analysis and or producing reports
- Experience of producing a range of marketing material for online and print
- Previous experience in the use of PowerPoint

3. PERSONAL ATTRIBUTES

Essential

- Excellent presentation skills
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Ability to work independently with a high level of self – motivation, whilst also working in a wider team
- Adaptable and flexible in approach
- Be able to use own initiative in order to work alone and unsupervised
- Have the ability to prioritise and meet deadlines
- Have a strong appreciation of the need for confidentiality
- Be approachable, pleasant and tactful in relating to a variety of people
- Be reliable and consistent in the performance of duties
- Relate positively to management direction

Desirable

- Be willing to facilitate others in the fulfilment of their duties
- Be able to listen patiently and respond in an understanding manner

4. PHYSICAL REQUIREMENTS

Essential

- Health – such as to allow for attendance, reliability and work proficiency (reasonable adjustments will be made for those with a disability).
- Appearance – must be acceptable within the working environment

5. SPECIAL CIRCUMSTANCES

Essential

- Willing to work within the Christian ethos of the Presbyterian Church in Ireland and of Union Theological College
- Access to a car or transport for work purposes