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| Salary range | Up to £26,129 depending on experience |
| Contract | Permanent Contract |
| Main location | Portland College |
| Hours and basis | Up to 37.5 hours (0.8 FTE flexible hours considered) |
| Reports to | Admissions Team Leader |
| Date of issue | July 2024 |
| Why Portland College needs this role | |
| Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. The College provides Further Education to over 250 learners who make both our wonderful 32 acre woodland based campus in Mansfield and our campus in Nottingham City Centre come to life.  The Admissions Adviser is a key part of the Admissions Team, helping us recruit the learners of the future. This involves a range of activities from supporting the person centred assessment process to visiting schools and events to showcase the wide range of opportunities for young people at the College. The Admissions Adviser will be someone with strong interpersonal and administrative skills to work with applicants and our multi-disciplinary assessment team to ensure the admissions process runs efficiently. | |
| What you will be doing | |
| * Work with the Admissions Team Leader to track and respond to consultations/referrals within timeframe and follow up unsuccessful applications to ascertain barriers to becoming a learner at Portland * To liaise with the College’s wider multi-disciplinary teams to inform them of consultation/referral information and coordinate responses * To assist in the planning and organisation of the programme of learner recruitment activities and events to actively promote the College * Assist with the coordination of the learner recruitment assessment process for the College under the guidance of the Admissions Team Leader * To assist in the coordination of the initial assessment process for all learners * To respond to initial enquiries from potential learners, Local Authority advisers, social care contacts and maintain details as appropriate, plan and deliver a student recruitment strategy and plan for all aspects of the core business to ensure that annual development plan targets are met or exceeded * To engage in external events such as at schools/colleges, fairs, presentations, workshops both actual and virtual * Maintain relationships with current and potential referring schools through regular contact visits  Administration and other duties  * To complete learner recruitment assessment administration and documentation, ensuring key information is communicated to others before, during and after assessment processes * To maintain information through Sharepoint ensuring this is accurate and updated accordingly to inform multi-disciplinary team * Maintain currency and develop database of referrers and funders * Maintain database to track contacts, leads and opportunities * Generate and maintain learner records using Databridge software application * Process applications and ensure stakeholder requirements are adhered to * Work with the Marketing Team on relevant projects, including promotional and operational activities for learner recruitment events * To assist with the coordination of learner recruitment intakes * Such other duties as the management may from time to time reasonably require | |
| Key results we want to see from this role | |
| * Positive feedback from funding and funded parties * Being an effective role model for the standards of behaviour required by the college * A target driven approach with a commitment to further development of the educational offer * Continuous improvement of the learner recruitment and assessment process | |
| Dimensions of the role | |
| * To maximise the conversion of learner recruitment opportunities * Identify appropriate referral methods, assessment methods and approaches to ATL * Support with the coordination of the learner recruitment assessment process * Responsible for updating learner database records * Support school visits and exhibiting at events * Contributor to stakeholder visits and Open Days * Ambassador for the College | |
| Key work relationships | |
| * Work closely with Admissions Team Leader, Admissions Advisers, Marketing Team, Information, Advice, Guidance & Transition Team, Education and Care Departments * Work with colleagues from across the college to ensure that learner recruitment activities support the needs and interests of the college as a whole * Communicate with all levels, internal and external across the College | |
| Other information | |
| Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values an to prevent the radicalisation of learners, citizens, volunteers, customers and staff.  Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.  The above role profile is not all encompassing and is subject to regular review.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of post holder Date**  I have read and accept the duties and responsibilities outlined in this role profile. | |