



Person Specification
Outreach Assistant

	Essential	Desirable
Qualifications, experience and background	<ul style="list-style-type: none"> • Educated to undergraduate degree level or equivalent • Awareness of current outreach and recruitment issues in Higher Education 	<ul style="list-style-type: none"> • Knowledge or experience of the HE sector, particularly in relation to collegiate Cambridge admissions • Knowledge or experience of the UK secondary education sector • Experience of widening participation initiatives in an HE setting, either through previous employment or alongside studies • Experience of working with data of a confidential and sensitive nature
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> • Excellent interpersonal, communication, and presentation skills (verbal and written) • Excellent organisational skills, and the ability to plan and manage complex projects or events with multiple stakeholders • Strong computing skills, including the creation and development of databases and the use of Microsoft Word, Excel and Powerpoint, and familiarity with video conferencing and collaboration platforms (Teams, Zoom, Whereby etc.). 	<ul style="list-style-type: none"> • Familiarity with HE WP data, or the ability to read data to identify target students and institutions • Knowledge and experience of using social media platforms (Facebook, Twitter, Instagram) and a working knowledge of video editing software (e.g. VideoPad, iMovie, Final Cut).
Personal attributes	<ul style="list-style-type: none"> • An enthusiasm for, and enjoyment of, working with young people • Personable and proactive with a willingness to work unsupervised and to take the initiative as well as working as part of a team • Able to act with discretion and maintain confidentiality • Close attention to detail • Good time management skills • Demonstrates flexibility and a collaborative approach • Committed to high professional standards and demonstrates accountability • Willingness to embrace change 	
Other	<ul style="list-style-type: none"> • Enhanced DBS check will be required • Willingness to travel for work • Willingness to work some evenings and weekends, and to offer some flexibility during office hours if necessary 	<ul style="list-style-type: none"> • A clean driving licence