Northern Schools Liaison and Outreach Officer

Terms and Conditions of Employment

**Contract Type:** This post is fixed term for a period of two years, with the possibility for extension at the end of the fixed term period.

**Hours of Work:** It is envisaged that the hours of work will average 35 hours (excluding meal breaks) per week over the course of the year, i.e. full-time. There is a degree of flexibility over precise hours and work patterns, with varying requirements at different times of the year. These will be the subject to negotiation with the successful applicant. The hours will normally be between Monday and Friday, subject to the variations mentioned above, but occasional evening and weekend work will be required.

**Location:** Remote working based in West Yorkshire, with occasional travel to Cambridge as well as other northern regions. Although based in West Yorkshire, it is anticipated the Officer will spend on average 4-5 days at Selwyn College each month not necessarily evenly spread across the year, including some time when assisting in the delivery of the selection process in December. This will require occasional overnight stays in Cambridge for which the college will provide accommodation free of charge.

**Flexibility and Overtime:** The person appointed must be prepared to work unsocial hours on occasion, particularly at peak recruitment times. Work outside normal working hours will be recompensed by time off in lieu.

**Salary:** currently £29,453 per annum.

**Probationary Period:** The post is subject to a six-month probationary period.

**Pre-employment checks:** Much of this post will involve contact with children (many of them under the age of 16) and therefore the appointed candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions reprimands or final warnings as well as convictions. Criminal records will be taken into account for recruitment purposes *only* when the conviction is relevant.

February 2024
The College follows the Disclosure & Barring Service’s ‘Code of Practice’ regarding the handling, use and storage of disclosure information. A copy of the Code of Practice is available on request.

The successful applicant will also be required to provide evidence of their right to work in the UK.

**Benefits include:**
- Generous occupational pension scheme
- 25 days’ paid annual leave plus bank holidays.
- Contractual Sick Pay*
- Free healthcare cash plan*

*subject to completion of probationary period

**Confidentiality:** All material relating to outreach contacts and applications is confidential. A variety of other sensitive personal information must be managed in compliance with the Data Protection Act 2018.

**Training:** The post holder will be required to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of display screen equipment, first aid, and any other training as advised by the Senior Tutor, Admissions Tutors or the HR Department.

**Application Procedure:**

If you wish to apply for this post:

1. Send a completed application form to the HR Department at Selwyn College via email: recruitment@sel.cam.ac.uk

2. Contact two referees and ask them to email a reference in support of your application to the HR Department at Selwyn College via email: recruitment@sel.cam.ac.uk

**Closing Date:** Application forms and references must arrive by Noon Thursday 14 March 2024.

**Interviews:** 26 March 2024.

Selwyn College is home to students of all backgrounds from the UK and across the world. We are proud of our diversity. We are keen to receive applications from people who may be under-represented in our community.