



## GM Higher Outreach Officer

**Department:**

Division of Marketing and  
Undergraduate Recruitment &  
Admissions  
Ref: MRA-021/P

**Salary:**

Salary in the range of £21,814 to  
£24,461 per annum (fixed-term until  
31<sup>st</sup> July 2022 )

**\*Closing date for applications:**

**12:00 noon on Sunday 5<sup>th</sup>  
September 2021**

Interviews are expected to take  
place during the week commencing  
13<sup>th</sup> September 2021 (via Zoom).

An application form, job description and person  
specification can be viewed on our website:  
<https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> or requested by  
email: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk).

Applicants need to be aware that only a  
completed application form will be considered,  
unless it is specifically indicated in an  
advertisement that a CV will be accepted. Where  
appropriate, you should include a list of all  
publications when submitting your application.  
Please ensure you quote the position reference  
number on all applications submitted.

If an applicant is interested in more than one  
vacancy, a separate application must be  
submitted for each vacancy to ensure that the  
individual role requirements are addressed.

Candidates must be eligible to work in the UK, for  
more information please visit  
<https://www.gov.uk/check-uk-visa>. No agencies.

\*Please note, the University reserves the right to  
shorten/extend the closing date of any position  
where a high/low volume of applications are  
received.

**Are you interested in joining the number one University in  
Greater Manchester for student satisfaction?**

Here at the University of Bolton, we are proud of our growing  
reputation as a student focused University. With our “Teaching  
Intensive, Research Informed” strategy we are committed to  
offering our students the best experience possible. Due to our  
ongoing growth, we are now looking for an Outreach Officer to  
join the Greater Manchester Higher Outreach team. On a day-to-  
day basis, you will be involved in

- Planning and delivery of a wide range of outreach activities  
as part of the ‘Uni Connect’ programme of which the  
University of Bolton is a partner and hosts the Bolton, Bury  
and Rochdale Hub. Including events for learners, teachers  
and parents.
- Providing first level information, advice and guidance to  
target secondary school/college learners, teachers and  
parents/carers in relation to the benefits of Higher  
Education, developing and delivering presentations and  
workshops (currently remotely) to local schools and  
colleges.
- Supporting target learners in secondary schools and  
colleges to increase their awareness of and readiness for  
Higher Education.
- Coordinating student ambassadords to support outreach  
events and activities
- Developing and maintaining relationships with key contacts  
in HEIs, schools, colleges and, other education/careers  
focused organisations across Greater Manchester.

We ask a lot from our staff but in return, you will receive a  
competitive benefits package including access to the Local  
Government Pension Scheme, an employee benefits scheme and  
generous annual leave entitlement. As a small University, you will  
have opportunities to work with colleagues across campus to  
support and deliver the best student experience possible.