



GM Higher Graduate Advisor

Department:

Division of Marketing and Undergraduate Recruitment and Admissions

Ref: MRA-024/P

Salary:

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

*Closing date for applications:

12:00 noon on Sunday 5th September 2021

Interviews are expected to take place during the week commencing 13th 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.

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 a Graduate Advisor to join the Greater Manchester Higher Hub team. On a day-to-day basis, you will be involved in:

- Organising and coordinating 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, giving presentations and delivering 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.
- To be a role model for learners in the area, advocating the benefits of progression and Higher Education.
- To be the ‘link’ contact with staff in target schools and colleges, to support them with increasing their awareness and engagement with the Greater Manchester Higher Programme.

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.