



MetFilm School

Role Title: Schools Outreach & Events Executive

Contract: Permanent, full-time

Reporting to: Student Recruitment Marketing Manager

Salary: £30,000-32,000 dependent on experience

Location: Hybrid - MetFilm School Leeds campus at Prime Studios and Homeworking

Start Date: Immediately

The Organisation:

MetFilm School is one of the largest film schools in Europe, running undergraduate and postgraduate programmes across our London, Leeds and Berlin campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

All posts are subject to Right to Work and Enhanced DBS checks.

About the role:

MetFilm School is recruiting a Schools Outreach & Events Executive. This is a new role to deliver effective outreach activity for target groups and secondary schools in the UK to successfully implement the School's Access & Partnership Strategy. This role will also support the Student Recruitment Marketing Manager in delivering internal School events and managing and attending external events such as HE Fairs and school careers fairs.

Responsibilities:

Schools Outreach

Deliver the Schools Outreach and Participation section of the Marketing Business Plan, by contributing across a range of existing projects, activities and initiatives by:

- Acting as the main contact for target schools/colleges/institutions across London/ West Yorkshire, taking ownership of communications with teachers

and key staff, with the long-term aim of creating strong relationships, partnerships and opportunities.

- Work collaboratively with partner institutions to deliver activity and shared events and deliver sustained long-term outreach work with learners from hard-to-reach under-represented groups.
- Maintain, review and report on the number of students applying through formal progression agreements with schools and colleges. Measure impact on learners via multiple survey-points in the student journey.
- Maintain, review and report on outreach and school activity and proactively channel feedback to help enhance and inform future plans and strategy.

Event Management

Work alongside the Student Recruitment Marketing Manager to organise, manage and host all student recruitment events both internal and external, including:

- Assisting with all necessary arrangements for all external student recruitment events including the delivery of stands and other materials, travel & accommodation arrangements and staffing for HE Fairs.
- Organising and hosting Taster Days and visits from external institutions (schools/ colleges/community groups) to the campuses when required.
- Assisting with the organisation, staffing and successful delivery of all School Open Events across the London, Berlin and Leeds campuses.
- Managing the School's pool of Student Ambassadors and Outreach Ambassadors, including recruitment, training, allocation and supervision at onsite and offsite events.
- Managing own event schedule during busy UCAS/HE Fairs peak periods in order to attend events in a cost effective and timely manner.

International Partnerships

- Increase international outreach and international profile by targeted digital activities in key markets.
- Nurture International Partnerships through regular comms across a variety of channels including direct comms.

General

- Create innovative, informative, and interactive PPT and sessions targeted at a variety of recruitment audiences based on topics such as study opportunities, the application process and the interview process.
- Carry out other duties as specified by the Student Recruitment & Marketing Manager.

Required Skills:

- Educated to degree level
- Experience of working and delivering outreach activities aimed at young people ideally in the Higher Education Sector
- Experience of developing and delivering external presentations
- Strong organisational, interpersonal and communication skills
- Ability to work under pressure and to tight deadlines with good time management skills
- Ability to interact effectively and flexibly with a wide variety of people, including teachers, pupils, academics, students, parents/guardians, administrative staff
- Willingness to work flexibly, often outside of normal working hours and across the country - this will involve overnight stays and weekend working
- Good IT skills, including Microsoft applications
- Good knowledge of the UK education system as a whole and HE in particular
- Flexible and willing to work outside of office hours and off site, to attend events as and when required throughout the recruitment cycle

Desirable Skills/Requirements

- Experience in the creative or education sector
- Full clean driving licence and own car

How To Apply:

To apply please send a CV and a covering letter to: jobs@metfilm.co.uk including the title of the role in the Subject line.

Due to the nature of this role, we will be shortlisting candidates as applications are received. We therefore reserve the right to close this vacancy as soon as a suitable candidate has been appointed. It is therefore advisable that you submit your application as early as possible to avoid disappointment.

Application window closes: **Fri 13 Jan 2023**

Interviews are likely to take place on: **w/c Mon 23 Jan 2023**