

Head of Admissions

Job Description

POSITION OVERVIEW

Department	Marketing, Admissions, Recruitment & Visas (MARV)
Location	Devon House, London (hybrid role)
Term	Full-time; permanent
Hours	Monday to Friday (38 hours per week)
Salary	£40,000-£45,000 per annum, depending on experience
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	June 2022

As the Head of Admissions, you will be responsible for the success of the College's admissions function. You will lead the admissions team and manage the overall delivery and ongoing development of our student application processes to support the College's growth ambitions.

You will work closely with other members of the London marketing, admissions, recruitment and visa compliance team, academic colleagues, Northeastern University's (NU's) Global Campus Network, and NU's admissions teams, using well developed influencing skills to deliver an exceptional and fully compliant applicant experience.

Duties and Responsibilities

- Manage the development and delivery of the College's application and admissions processes in accordance with the evolving needs of the College, individual applicants, and in accordance with UK higher education sector best practice.

- Lead the admissions team, ensuring that they have the sufficient knowledge, training and support to deliver an exceptional application and admissions experience from pre-applicant to enrolment, which adheres to regulatory requirements and best practice.
- Manage the planning, delivery and evaluation of admissions-related recruitment and conversion activities, including, but not limited to, personal statement workshops and interview days.
- Manage the ongoing development of the College's admissions policies, procedures and terms and conditions, to ensure that they are efficient and transparent, complying with UCAS, fair admissions, GDPR and all regulatory requirements.
- Engage with stakeholders and undertake training to be recognised within the College and across Northeastern University's Global Campus Network as the subject matter expert for all regulatory, best practice, and legal requirements that relate to UK admissions, including UKCISA, UCAS, GDPR, CMA, UKVI, APP, OfS, while ensuring that all admissions related activities comply with these.
- Undertake data analysis to inform recommendations to the College's Academic Board and Senior Management Team that will support the achievement of target student numbers for different programmes of study, including enhanced processes, offer levels, contextual admissions, scholarships, alumni discounts, etc.
- Manage and develop the applications and admissions platform (currently Common App, Hubspot, Logiforms, PandaDoc and UCAS) to meet the needs of prospective students, internal stakeholders and the College's growth ambitions - including, but not limited to, the coordination of admissions systems in the UK and US for students studying dual award programming.
- Lead the College's activities relating to the annual confirmation and clearing period, ensuring that sufficient human and technical resources are in place to deliver an efficient and effective service that will meet the needs of applicants and the College.
- Oversee the College's presence on the UCAS website and accountable for the accuracy of admissions information, applicant guidance, and entry requirements across all digital platforms deployed by the College and NU in relation to UK and dual programmes.
- Offer high quality customer service to all applicants, at all stages of the application process.

- Liaise with the Registry Team, academics and external stakeholders to ascertain recognition of prior learning where required.
- Prepare and brief other committee members and the wider team regarding bursary and scholarship awards.

Other Duties

- Provide support to the team with internal recruitment events, such as - Open Days and Taster Days/Lectures.
- To undertake any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training.

About the College

Founded in 2012, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the College has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moving to new premises in 2021. NCH continues to grow taking in more students year on year, further expanding its courses, network, and opportunities.

Person Specification Criteria (Essential / Desirable)

Education, Qualifications and Training

- First degree [E]

Experience

- Managing admissions in a UK university [E]
- Processing UCAS and direct applications [E]
- Working as part of a team [E]
- Defining and building complex logic processes and automated workflows in a CRM, online form builder and/or other platform [D]
- Knowledge and/or experience of US admissions practices, processes, and systems [D]

Knowledge, Skills, and Abilities

- Ability to work as part of a team and independently [E]
- Excellent written and oral communication skills [E]
- Well-developed organisational skills [E]
- Diplomatic influencing and relationship-building skills [E]
- High level of attention to detail [E]
- Demonstrable knowledge of the UCAS admissions process and the UK higher education landscape [E]
- Good knowledge of regulatory, best practice, and legal requirements that relate to UK admissions, including UKCISA, UCAS, GDPR, CMA, UKVI, APP, OfS [E]
- Strong skills in the analysis and interpretation of data to identify trends and insights that can inform strategic decision making [D]
- Knowledge of the Common App [D]
- Knowledge of UKVI regulations and Tier 4 CAS' in particular [D]

Application Process

Applications should be made via [this link](#) by 20:00 on 20 May 2022. Please reference your application “**HAD422**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone.

Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.