

KING'S COLLEGE
CAMBRIDGE

Embedded Outreach Officer

(North East England)

CANDIDATE INFORMATION PACK

jobs@kings.cam.ac.uk



Welcome from the Senior Tutor

Dear Prospective Candidate,

Thank you for your interest in the position of Embedded Outreach Officer in the Tutorial team. I am delighted that you are interested in this role.
As the Senior Tutor, I have the privilege of leading a team that plays a significant role in the admission, education and pastoral support of our students during their time here in College as well as working on a number of important outreach programmes. We work together to advance the College's core educational mission and support young people through their education.
Thank you for considering this opportunity, and I look forward to welcoming you as part of the team.

Mfanwy



About us



King's is a constituent College of the University of Cambridge. Founded in 1441 by Henry VI as a place of education, religion, learning and research, the College comprises around 130 Fellows, 650 undergraduate and postgraduate students, and 275 non-academic staff.

The College is internationally recognised as a leading academic institution, boasting among its former students and Fellows no fewer than eight Nobel laureates, as well as influential figures such as Alan Turing, E.M. Forster, John Maynard Keynes and Bernard Williams. The undergraduate and postgraduate community is vibrant and diverse, priding itself on a friendly and inclusive atmosphere combining academic commitment with political engagement and a lively social and artistic scene.

King's works very hard to attract the best applicants, regardless of background, and to encourage academically outstanding students from underrepresented communities to study at Cambridge. In 2018 the College launched a transformational Student Access and Support Initiative designed to improve equality of access and opportunity, and to help combat entrenched social and economic disadvantage.

King's is a registered charity, subject to regulation by the Charity Commission for England and Wales.

It is part of the University of Cambridge while remaining an autonomous institution, governed by the Provost and the Fellows of the College who, together with four members of the student community, constitute the College's Governing Body. The administration of the College is devolved to the College Officers, College Council (whose members are the Charity Trustees), and several sub-committees.

Job Description

We seek an Embedded Outreach Officer to join our Admissions team. The post-holder will support the Admissions Tutor and other members of the College in advancing our admissions and outreach strategy by developing relationships with schools and colleges in our Link Area.

They will be expected to support students in local schools when it comes to learning about the options available to them in relation to post-18 education, and empowering them to make a competitive application to a top-university where appropriate.

Key Responsibilities

Take a lead role in developing and maintaining relationships with schools in the North East of England, including using data to target priority schools, and engaging directly with schools to continuously improve the support the College provides to teachers and students.

Take a lead role in organising the practical arrangements for the College's various outreach initiatives.

Promote the College's outreach initiatives in the College's Link Area.

Initiate and conduct school visits, delivering a range of sessions to students and teachers.

Arrange and host visits to the College by school groups, educational charities, and individual prospective applicants. This will include, proactive outreach to schools, and continuous review and improvement of visit provision.

Collaborate to ensure a data-driven approach to targeting and initiative development, garnering regular feedback from students and schools and relaying this.

Take a lead role in organising the practical arrangements for the Bridging Programme.

Play a significant role in supporting the Admissions Office with the organisation and delivery of Open Days.

Assist with the organisation of interview week.

Maintain the HEAT database allowing full reporting of outreach activities

Report on a regular basis to the Admissions and Outreach team.

Adhere to relevant risk assessments and safeguarding requirements.

Assist in maintaining relationships with educational charities and other organisations involved in admissions and outreach.

Support with the production of media content related to admissions and outreach

Participate in CAO schools conferences, and HE fairs throughout the UK

The person

An ideal candidate will demonstrate:

Knowledge & experience

- Education to degree level (or equivalent)
- Highly literate and numerate
- A full and clean UK driving licence
- Experienced educator or a background in secondary education
- Willingness to undertake a DBS check
- Familiarity with the North East school system (desirable)
- Excellent administration and computer skills including Microsoft 365, and a good working knowledge of social media
- Independent worker able to use initiative to make decisions
- Ability to manage own workload and work to tight deadlines
- Able to work alone and as part of a team
- Knowledge of relevant regulatory environment, including those aspects relating to safeguarding and data protection
- Ability to deliver professional presentations to a range of audiences
- Experience of outreach initiatives
- Project management and implementation experience (desirable)
- Experience of a college or university environment (desirable)
- Familiarity with the University of Cambridge and its collegiate structures (desirable)
- Familiarity with HEAT (desirable)

Personal skills & abilities

- Flexible and well-organised
- Honest and trustworthy
- Excellent inter-personal, communication and organisation skills
- Able to travel regularly to Cambridge
- Personal or professional ties to the North East of England, and/or the College's Link Area



Terms and Conditions



Remuneration

The post is offered at a salary of £35,000-£39,000 per annum dependent on experience and ability. The post holder will join the College's auto-enrolment pension scheme with generous additional contribution options on completion of probationary period.



Hours and place of work

The post is full time, 37.5 hours per week, Monday-Friday. Much of the work will be performed in schools, and when in Cambridge, the post-holder will be expected to work on-site. However, outside these times, the post-holder will need to be able to work from home. The post-holder should be based in the College's Link Area: Darlington, Durham, Hartlepool, Middlesbrough, Northumberland, Redcar and Cleveland, Stockton-on-Tees, East Yorkshire, Kingston-upon-Hull.

The post-holder will be permanently based in the North East of England, but will be expected to spend between 6-8 weeks per year in Cambridge as required. This will include: a full week in December for interview week; a full week over the Easter Vacation for the purposes of overseeing residential programmes; a full week before Matriculation week to oversee the running of the Bridging Programme; for the duration of the July and September Open Days; and for 2-3 additional weeks per year, to help host visits to King's from schools in King's College Link Area. During these periods (free) accommodation in College will be provided (and travel expenses will be refunded).



Probationary period/notice

There will be a four-month probationary period. Upon successful completion of the probationary period, the notice period will be two months. The first two weeks of employment will be spent in College as part of the induction.

Employee Benefits



Benefits

The College offers full-time members of staff 34 days holiday per year, including Bank Holidays.



All staff working over a mealtime are eligible to take a free lunch or dinner in the servery.



The College offer enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than 6 months' service. This is in addition to the Flexible Working Policy. Staff also have access to subsidised University nursery places. Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers.

Other benefits include

- Healthcare Cash Plan
- Cycle Scheme
- Tech Scheme
- Season Ticket Loans
- Free car parking (where available)
- Electric car charging
- Generous contributory pension scheme
- Use of onsite gyms (for a small annual fee)
- Uniforms provided (where applicable)
- Discretionary annual bonus
- Staff social events and sports teams
- Staff discount in College shop and other local retailers
- Use of College punts
- Use of College cards for free entry to Cambridge Botanic Gardens
- Tickets to events in the College Chapel
- Use of College Library

Note some benefits are non-contractual and may be withdrawn. Some benefits may be subject to a qualifying period and/or subject to terms.



How to apply

Please complete the online application form found at www.kings.cam.ac.uk/workwithus

Closing date:
The closing date for applications is **5pm** on **30th November 2026**.

Interviews will be held on 7th and 8th January 2027.

If you have any questions, please get in touch.

Tel: **01223 331434**

Email: **jobs@kings.cam.ac.uk**

Web: **www.kings.cam.ac.uk**

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