



Job Description

Post Title:	Apprenticeship Outreach Officer
Type of role:	Full time, permanent
Reporting to:	Senior Outreach and Recruitment Manager
Annual Salary:	£30,000 to £32,500
Pension	Workplace pension, employer contribution @ 10%
Holidays:	25 days per annum pro rata plus up to 5 efficiency days
Location:	Victoria
Working Pattern:	Monday to Friday, 9am to 5pm (flexible), with evenings and weekends as necessary
Start date:	As soon as practicable

Welcome to Ada!

We are Ada, the National College for Digital Skills, a high performing technical college with the mission of educating and empowering the next generation of diverse digital talent.

We work with a fantastic roster of partners such as King, IBM, Deloitte, Salesforce and Bank of America and offer an innovative, supportive sixth form experience for our 150+ students that prepares them to be digital pioneers achieving both academic success and, more importantly, setting them up for successful careers in tech. We are passionate about harnessing tech as a tool for social mobility and improving diversity of opportunity and therefore, with the support of our partners, place a major focus on diversity recruitment. At present over 50% of our students come from low income backgrounds, more than 50% are from Black, Asian or Mixed backgrounds and 23% are young women. We are the top performing sixth form for computer science in the country with >90% of our students going on aspirational digital degree apprenticeships, tech related degree courses or straight into junior technical roles.



This is an exciting time to join Ada in our new state-of-the-art campus, just a few minutes walk from Victoria station. This new campus provides us with the capacity to significantly increase our student volumes and meet our ambitious target of transforming 10,000 lives by the end of 2030 while ensuring that we achieve our mission to make the tech sector more representative targeting 50% of learners to be female, 50% to be from ethnic minority backgrounds and 50% to be from low income backgrounds.

We're passionate about building a supportive, values driven environment for both our students and staff and this is where you come in!

A message from Tom Fogden, Dean

This year we are celebrating 10 years since I co-founded the college. So much has changed but our focus on supporting underrepresented people into tech jobs has remained central. This role is situated right at the heart of our mission; your direct actions will help impact the career trajectory of our students. We have dozens of stories of the amazing jobs that our learners have gone on to achieve and the flourishing lives that they are now living. We are looking for someone that can increase the scale and success rates of our apprenticeship applicants so that even more young people can reap the benefits of their unique tech education.

We are interested in finding people who are keen to make a contribution to our vision. We are looking for an Apprenticeship Outreach Officer who is super passionate about our mission, to educate and empower the next generation of diverse digital talent, and is focused on preparing and providing support to our Sixth Formers in their journey through the apprenticeship application process.

If this sounds like you then please do apply.

Key responsibilities of this role include:

- Working with your line manager and where delegated, the Apprenticeship Outreach Programme Manager, to create bespoke events and short courses for potential apprentices.
- Building relationships with our Sixth Form learners through their 2 years at Ada and helping them prepare for the different stages of the apprenticeship application process.
- Linking apprenticeship opportunities to specific Sixth formers.

- Social media promotion: working with our marketing manager on SM campaigns to awareness of Ada's short courses, partnerships with employers and open recruitment campaigns.
- Completing the legacy apprenticeship recruitment activity for Autumn 2024 and Spring 2025.
- Shortlisting Sixth Form candidates for any exclusive apprenticeship opportunities.
- Assisting the Sixth Form Outreach and Recruitment team with event planning, administration and delivery including outreach events (Careers Fairs, Open Days, Lift-off days, school visits to Ada and Keep Warm events. (This will involve commitment on some weekends and evenings during busy times.)
- Assisting with wider college events.
- Supporting the Sixth Form recruitment effort as needed through the administration of the application process.
- Keeping accurate records, inputting data into Ada's systems and exporting relevant information to produce reports and dashboards.
- Assisting with tasks and administration in the wider teams including Reception and Front-of -house, facilities and External Relations.

Key competencies

Essential

- You have a passion for career support and employability.
- You have excellent communication skills including written and verbal, both face to face and on the phone.
- You have the ability to communicate effectively with a variety of audiences; both educational and corporate.
- You are accurate with excellent attention to detail.
- You are a confident user of technology and productivity tools such as calendars, spreadsheets, trackers and databases.
- You have experience working in administration. Experience of admissions and / or outreach would be a bonus!
- You are willing to work flexibly, where necessary outside of normal working hours, and to travel around London, as necessary for the role.

- You are able to cope with a varied workload, to prioritise effectively and to meet deadlines.
- You are willing to develop and demonstrate public speaking skills.
- You enjoy being part of a hard-working, target driven team focused on offering life-changing opportunities to young people with an interest in technology.
- You address issues and challenges proactively and can work with a diverse range of people to achieve your goals.

Desirable

- You have experience working with young people.
- You are an advocate for apprenticeships.
- Experience in customer service with a track record of excellence.
- You are a confident user of Microsoft Office and/or Google suite.
- You have experience of using a CRM system (Dynamics 365 and/or REMS desirable).

Other duties

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline, indicating key areas of activity and may be amended from time to time in light of the changing needs of the organisation.

Safeguarding

Ada, National College for Digital Skill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful candidate will be required to have an Enhanced Disclosure and Barring Service (DBS) check and references will be sought from previous employers prior to commencing employment. Other related pre-employment checks appropriate to the post will also be carried out.



We care about equity, diversity and inclusion

Ada. National College for Digital Skills recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the College's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the College are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

Applicants with disabilities

Ada is keen to increase the number of disabled people it employs. We, therefore, encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact us.

Sponsorship

Sadly, we are unable to offer sponsorship for this role so can only accept applications from candidates who have the legal right to work and remain in the United Kingdom.

How to apply for the role

Please submit your CV and a cover letter, explaining how your experience to date makes you the right candidate for Ada and this role, to jobs@ada.ac.uk. In the subject field please write "Application for Outreach and Recruitment Officer" followed by your name.

Closing date for applications

Thursday 9th May 2024. Interviews are likely to be week beginning 13th May 2024.



Next Steps

Longlisted candidates will be contacted by phone or email and if you haven't heard from us by May 14th we are afraid that your application has not been successful on this occasion.

Thank you for your interest in the role and good luck with your application!