



# Admissions Administrator

JOB DESCRIPTION

# NEXUS ICA

For 25 years Nexus ICA has been equipping the next generation of Christian musicians and worship leaders.

Our unique undergraduate and postgraduate courses are delivered within a vibrant community by expert faculty who are committed to seeing students grow in their faith, excel in their gifting, and unlock their potential.

This is your chance to be part of that story, to join our team and contribute to the tale of those who join this institution.

## **WE'LL PROVIDE:**

- a dynamic staff team who will support your success
- a relaxed, flexible working environment in a historic, 100-year-old cinema
- the autonomy to make the role your own
- more than your average amount of holiday
- an Apple MacBook Air
- and much more

Do you have the skill and character needed to equip the next generation of Christian creatives?

If so, read on for the chance to begin your next chapter with us.

## THE ROLE

<b>JOB TITLE</b>	Admissions Administrator
<b>DURATION</b>	Permanent
<b>HOURS</b>	30 hours per week
<b>SALARY</b>	£ 20,600.00 (pro rata)
<b>LOCATION</b>	Nexus Institute of Creative Arts, Astoria House, Coventry, CV5 6JR
<b>PENSION</b>	Company pension scheme (if eligible)
<b>HOLIDAYS</b>	240hrs per annum (pro rata) plus Bank Holidays and 14-days Shut Down

**PROBATIONARY PERIOD**      3-months

**REPORTS TO**

Head of Operations

Applicants are required to provide two referees who can give an opinion on academic and/or professional work experience. Successful applicants are required to provide any stated/required qualifications and evidence of any memberships to professional bodies.

Applicants must provide evidence of their right to work in the UK in accordance with the Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006.

Should you be shortlisted to attend an interview you will be required to delivered to a short teaching session for a selection of students and an accompanying presentation about the methods and approach you took.

## **PURPOSE**

An effective admissions process and recruitment strategy is of vital importance to the business and future of Nexus ICA. This role is responsible for working with the Head of Operations to develop and outwork recruitment strategies and systems that utilise effective marketing to meet agreed Admissions targets.

The Admissions Administrator role implements recruitment, marketing, and all external communications to ensure that Nexus ICA's brand and identity is built and maintained. This is outworked as part of a Communications Team.

Nexus ICA exists within a Christian faith-based context, so you will either be part of the Christian faith or be sympathetic towards it, understanding that the values of our faith inform and give reason to our life and work here.

# KEY AREAS OF RESPONSIBILITY

## ADMINISTRATION

- Manage the student journey from application to enrolment
- Maintain and suggest improvements for the current admissions systems
- Work closely with the Marketing Coordinator to implement marketing strategies
- Administrate student housing, working with appropriate local accommodation providers
- Oversee the administration and smooth running of Nexus ICA Open days
- Represent Nexus ICA at festivals, conferences and other relevant Nexus ICA events
- Ensure that we attend relevant festivals and exhibitions throughout the year
- Administrate the marketing and recruitment budget under the supervision of the Head of Operations.
- Work to annual targets for student recruitment as set by management.
- Provide Senior Leadership with regular performance updates on key metrics relating to student intake.

## EFFECTIVE COMMUNICATION AND TEAM DEVELOPMENT

- Understand and execute administrative functions on behalf of the Head of Operations, including the preparation of documents, communications, and the compilation of reports

- Understand the protocols and communications skills required to represent Nexus ICA
- Discern how enquiries and inbound communications are handled to ensure they are prioritised correctly and in a timely manner
- Work as part of a wider staff team, and under the Head of Operations, to ensure all applicants and incoming students have the information they require
- Demonstrate use of excellent communication skills; being the first point of contact for enquiries from applicants

#### **COMMITMENT TO EXCELLENCE**

- Improve our practice by reflecting on methods of working and by obtaining and analysing line manager's observation and student feedback
- Commit to further training as appropriate to your role
- Demonstrate good patterns in administrative systems

#### **EFFECTIVE DECISION MAKING**

- Sit on student selection panels and interview processes as required
- Collaborate with the Operations Team where appropriate
- Collecting and storing data from a variety of sources including applicants, students and alumni.

#### **PLANNING, TIME MANAGEMENT AND ORGANISATION**

- Manage the fluctuating demands of seasonal work, managing your time and tasks well

- Possess strong organisational and planning skills which enable you to look ahead and ensure all deadlines are met, particularly around communication
- To be flexible and proactive in supporting teaching staff and their communication to incoming students
- Ensure personal standards of punctuality and reliability

#### **PASTORAL CARE AND STUDENT WELLBEING**

- Deal with sensitive issues concerning students and provide support within the designated structure of pastoral care at Nexus ICA
- To have a working knowledge of the support that is available to students and direct where appropriate

#### **TEACHING AND LEARNING**

- Work effectively as part of the Operations Team to further the education of the students through the training and development of student teams
- Commit to Nexus ICA's holistic approach to learning



# NEXUS ICA STAFF RESPONSIBILITIES

In addition to the above, all Nexus ICA staff are expected to:

- Work proactively to ensure that the environment of Nexus ICA is conducive for student learning in line with our educational ethos
- Be punctual and demonstrate good time management skills
- Make a significant contribution to extra-curricular activities that form part of the student experience
- Attend relevant training and meetings as required
- Undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you to further the aims and objectives of the Institute
- Comply with all Health and Safety policies and work in accordance with the Health & Safety at Work Act, ensuring the Institute is a safe environment for staff, students, and visitors
- Take responsibility for upholding and complying with Nexus ICA's Mission and Values statements and for behaving in ways that are consistent with fair and equal treatment for all

# PERSON SPECIFICATION

## EDUCATION / QUALIFICATIONS

A relevant degree or equivalent educational qualification and/or relevant work experience	Essential
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Relevant professional communications or marketing qualification	Desirable
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## KNOWLEDGE / EXPERIENCE

An awareness and understanding of the current issues, policies and processes relating to marketing and student recruitment in higher education	Essential
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Experience analysing and interpreting data and trends with a focused attention to accuracy	Essential
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Experience of working in the HE sector	Desirable
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Experience of training and digitally upskilling others	Desirable
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Experience in supporting the delivery of face-to-face and online events	Desirable
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Experience of managing social media channels for student recruitment or marketing purposes (including responding to complex communications situations as they arise)	Desirable
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### **SPECIFIC SKILLS**

Excellent copywriting, editing and proof-reading skills, and experience of writing engaging and accessible content	Essential
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Confident with IT, using spreadsheets in Excel for data tracking	Essential
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Strong understanding of key legislation e.g. FOI, Data Protection Act and Copyright Law, CMA	Desirable
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An understanding of web design and coding, specifically in Wordpress	Desirable
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## **GENERAL SKILLS**

Excellent interpersonal skills – communicating, explaining, persuading, negotiating – in relation to a variety of audiences	Essential
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Ability to use initiative and adopt a creative approach to problem solving	Essential
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Excellent IT skills and capability to learn new systems when required	Essential
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Proven ability to work independently and as part of a team	Essential
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Excellent attention to detail	Essential
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All positions within Nexus ICA require a DBS check.

# APPLICATIONS

**Apply Now**      [Online Application Form](#)

**Deadline**      Friday 17<sup>th</sup> November 2023

**Interviews**      w/c 27<sup>th</sup> November 2023

**Start Date**      ASAP