

Student Recruitment and  
Events Coordinator 0.6 FTE  
*6 months fixed-term*

We are one of the great British art schools: a specialist creative university that draws on our 180 years of history. As a university, we excel in our disciplines and understand powerfully the transformative potential of creative practice for individuals, communities and industries.



For further information about Norwich University of the Arts and our community please visit [norwichuni.ac.uk](https://norwichuni.ac.uk)

As we expand our specialist character and bring the power of creative, practice-based education to a wider range of subjects, we celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are the only specialist creative arts and design university to have achieved Triple Gold in the most recent Teaching Excellence Framework (TEF) and were named Arts University of the Year 2025 by the Daily Mail. In 2023, we were the highest climber in the Complete University Guide and recognised as the top specialist creative arts university outside London. This year, the Guardian University Guide 2026 ranked us as the highest-rated university in the East of England after the University of Cambridge.

You will work in the heart of Norwich. Our award-winning campus has played a key role in the regeneration of one of the city's most vibrant quarters. Our 21st-century teaching spaces and workshops occupy renovated buildings with medieval, Victorian, and Edwardian heritage. The University has recently expanded with Bank Plain, a 37,000 sq. ft city-centre building — a major investment that reflects our ambition to be a leading civic university championing creativity in all its forms.

Ninety-four per cent of our graduates are in work or further study within six months of graduating. Our innovative approach to employability and entrepreneurship has been nationally recognised, and our graduates hold key roles across and beyond the creative industries — from Oscar and BAFTA nominees to D&AD Pencil winners, fine artists, designers, and creative technologists. This track record gives us confidence that our success in graduate outcomes will continue as we apply our distinctive culture and practice to an expanding range of specialist subjects.

Creativity is not only what we teach but how we engage with the world. Through our Research and Knowledge Exchange Institutes, we lead cross-disciplinary projects that address social, cultural, and environmental challenges — from immersive digital experiences tackling climate change to arts-led initiatives in mental health. At the centre of this work is the Interactive Visualisation and Simulation Lab (IVSL), funded as part of the Creative Research Capabilities (CResCa) world-class labs programme.

The IVSL supports research into climate futures, virtual heritage, spatial computing, applied games, and virtual production. Our growing research reputation is also reflected in recent grants and collaborations, including a major award from the Water Restoration Fund (WRF). These achievements demonstrate our expanding contribution to creative innovation, cultural development, and social impact — shaping the future of creative higher education in the UK and beyond.

We hope that as you learn about us, you are inspired by our ambitions for the future.

Professor Ben Stopher,  
Vice-Chancellor

Committed to

EQUALITY

DIVERSITY

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

We are looking for a highly organised individual with experience of running events with schools and colleges.

The role sits within the Recruitment and Outreach team who work closely with schools, colleges and prospective students at both undergraduate and postgraduate levels to promote Norwich University of the Arts as a higher education destination for students across the UK.

You will have experience in project and event management, excellent organisational and administration skills and an interest in creative subjects.

Experienced in an events role, preferably in art design or a media setting, you will have a proven record of working effectively within a team, prioritising a varied workload with many deadlines, together with the professional attitude needed to manage internal and external stakeholders.



Student Recruitment and Events Coordinator (6 months fixed-term)

Part-time – 0.6 FTE

22.2 Hours per week for 52 weeks per year

Salary: from £16,818.60 to £19,248.

Pro-rated from a full-time salary of £28,031 to £32,080.

Closing date for applications: 5pm on 1<sup>st</sup> January 2026

Interview date: 21<sup>st</sup> January 2026





Job Description

# Student Recruitment and Events Coordinator

Reporting to: Student Recruitment and Events Officer

# Job Purpose

To deliver and implement innovative, sector-leading recruitment and outreach activity. These recruitment activities will generate leads to increase the number and quality of applications and enrolments.

To also contribute to the University's strategic priorities for growth and raise the profile of Norwich University of the Arts.



# Duties and Responsibilities

- Deliver a programme of targeted on-campus and online recruitment activities for schools, colleges and teachers. This will include subject specific taster days and events throughout the year.
- Assist with the development and delivery of university wide activities such as Undergraduate and Postgraduate Open Days, Applicant Days, Teacher's Days and the Art and Design Competition. This includes liaising with university staff and coordinating student ambassadors during the events.
- Assist with the development and delivery of Norwich's virtual event offering to complement physical event delivery.
- Develop and maintain trust based working relationships with colleagues across the University which enhance the reputation of the student recruitment team amongst internal and external stakeholders and which garner support for recruitment activities.
- Run all events with adherence to Health and Safety, Safeguarding, GDPR and CMA guidelines.
- Evaluate and report on activities and ensure that leads are recorded in our Customer Relationship Management system.
- Support the team with recruiting and training Student Ambassadors for recruitment and outreach activity and ensure accuracy of all related records.
- Coordinate Student Ambassadors for on campus recruitment activity for the events you manage.
- Assist with the production and updating of recruitment marketing materials such as information regarding presentations for on-campus activity and any publications used for on-campus recruitment activities.
- Support the maintenance of the universities' website through updating and development of relevant sections of the website.
- Ensure accurate and current knowledge of course content and other relevant information to guide and advise potential students, parents and advisers.
- Other duties as required by the Head of Recruitment and Outreach.

# Person Specification

## Essential

- Experience in project and event management including internal/external customer facing events.
- A keen interest in the arts and in promoting art, design and media as options within HE.
- Experience of delivering presentations, preferably to school and/or university-aged audiences.
- Excellent interpersonal and communication skills (written and oral), including the ability to build and maintain key relationships and networks.
- Excellent organisational skills and ability to work to deadlines.
- Experience of carrying out research and data analysis to inform workplans.
- Proficient in Outlook, PowerPoint, Excel, and Word.
- Flexibility, adaptability and the ability to work on own initiative and as part of a team.
- The ability to work sensitively with different people's needs
- Self-motivated.
- Willingness to work outside normal office hours when required for example at the weekend or an evening event.
- Due to the nature of working with schools and colleges, the post holder will normally be restricted from taking annual leave during school term time.

## Desirable

- Educated to degree level or having had equivalent experience in an events role, preferably in art design or a media setting.
- An understanding of the issues affecting UK student recruitment to Higher Education.
- Experience of using social media and other marketing tools for promotional purposes.
- Experience of using CRM systems for the implementation of marketing campaigns, plans and activity.
- Experience of working with schools and colleges in a higher education/student recruitment context.



# Further Information

## **Equality, Diversity and Inclusion**

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

## **Health and Safety**

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

## **Policies and Procedures**

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

## **Staff Development**

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

## **Confidentiality**

We must maintain appropriate confidentiality in relation to our work and that of the University.

## **Variation to Job Description**

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



# General Information

## Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

## Duties

Your duties and responsibilities are outlined in the job description

## Starting Date

This post is offered on a 6-month fixed term basis.

## Hours of Work

This is a part time role. The standard hours of work are 22.2 hours per week. 8.45am-5pm, Monday to Wednesday.

This role may be offered on a permanent basis, subject to successful completion of an initial 6-month trial period.

## Salary

This post is on an incremental salary scale. The salary for this post is Grade 5, which is from £16,818.60 to £19,248. Pro-rated from a full-time salary of £28,031 to £32,080.

## Annual Leave

Your annual leave entitlement will be 26 days (pro rata) per annum on appointment, rising to 28 days per annum between 3 and 5 years of service, and 30 days per annum after 5 years of service by the commencement of the annual leave year, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

## Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 25.3%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

## DBS Applications

Individuals applying for this role will be required to complete an on-line DBS check and to provide the requested original documentation for checking and photocopying as part of the application process. All costs for a disclosure and barring check will be met by the University. Failure of the individual to provide information that is directly relevant to any DBS check could lead to the withdrawal of an offer of employment.

## Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

## Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process. If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas. Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route.

## Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



NORWICH  
UNIVERSITY  
OF THE ARTS

Amma Asante, Chancellor

# Application and Recruitment Process

## Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

## Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application. If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk)

## Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

## Submission of Application Form

Please submit both your completed application form and EDI form to [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk) quoting reference A1180.

Please note that we can only accept forms in either PDF or DOC format.

The closing date for this vacancy is:  
1<sup>st</sup> January 2026 at 5pm

We regret we are unable to accept late applications.

## Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be:  
21<sup>st</sup> January 2026

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.





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