

Graduate Outreach Officer Role Recruitment

Information event – February 2026



Who are the Outreach team?



Who are the Outreach Team

- Multiple Outreach and Marketing teams across faculties and central teams
- Graduate Outreach Officers are based within the UK Recruitment Team, with close links to faculty-based colleagues
- Outreach teams are responsible for:
 - **Promoting the University** to prospective students
 - **Hosting events and activities** that reach our core audiences
 - **Supporting students** on their journey to higher education
 - Working with teachers/advisors to **support their schools' educational needs**

Who are the Outreach Team

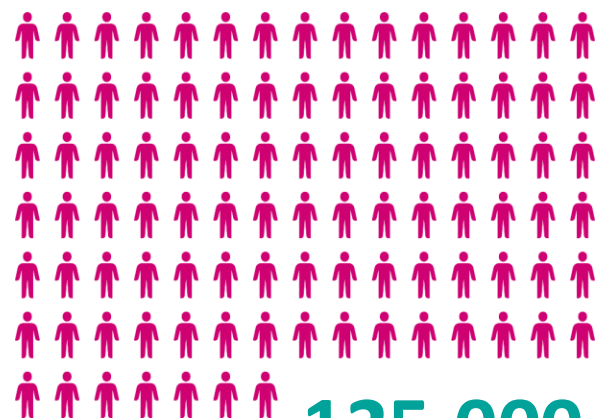
- **Graduate Outreach Officers** – 7 recent graduates who deliver events and activities, crucial peer-to-peer support for school pupils
- **Co-ordinators** – coordinate & deliver our outreach activities and manage our school/college partnerships
- **Support Team** – critical admin support to make sure outreach runs smoothly
- **Student Ambassadors** – 200+ current students who support us with outreach delivery
- **Managers** – oversight of the team, including strategic developments to ensure we meet institutional needs
- **Faculty-based colleagues** – most/all of the above, based within a faculty

What we do in a year...



68

University events and bespoke visits



125,000

Individual students engaged

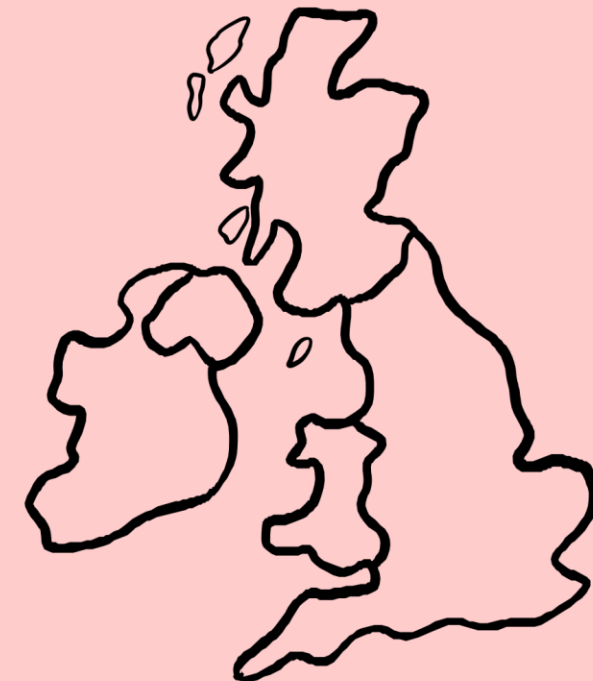


413

Schools & colleges supported

HE Recruitment Fairs

50



746

In-school visits delivered across the UK

Graduate Outreach Officer Aims & objectives



Aims and objectives of the role

Increase applications to Newcastle University from key schools, colleges and audiences, such as:

- **Under-represented student groups**, identified in Newcastle University's Access and participation plan
- Wider institutional recruitment aims. For example, to address **national skills gaps** or **high attaining students**

Develop & deliver high-quality events and activities to school pupils

Support Marketing and Recruitment colleagues with content production

Key events, activities and programmes

Deliver in-school, educational presentations

Facilitate class-room activities

Promote and facilitate the delivery of NCL's Supported entry routes

Promote the University at national exhibitions

Develop and deliver engaging content, inc online webinars

Support on-campus events, including Open Days & summer schools

Cross-faculty collaboration

Postholders will be assigned activities that are **managed by teams across the institution:**

UK Recruitment Team
(Central)

Medical Sciences
Faculty

Humanities & Social
Science Faculty

Science Agriculture &
Engineering Faculty

Fantastic opportunity to build your experience:

- Develop relationships with colleagues from **diverse backgrounds and experiences**
- **Support academic colleagues** to deliver events
- Manage **complex workloads and competing priorities**

PARTNERS Programme Supported Entry Route

- Newcastle University's keystone Supported Entry Route **for young people underrepresented in higher education**
- A vital tool in **increasing applications** to the University and **increasing access** for disadvantaged students
- **Over 10,000 students** have entered the University via PARTNERS over the last 25 years
- Over **4500** applicants this year
- **Nationally recognised** Programme promoted nationwide by Outreach team

Aims of the programme:

- Head start with University
- Develop academic skills
- Increase confidence in academic abilities
- Provide tailored information and guidance to develop ambition and raise aspirations so applicants can make informed choices
- Improve perception of higher education
- Meet recruitment and widening access targets
- Foster a sense of belonging & community

Key role info

Salary: £27,319. Overtime may be available for some events/activities.

Annual leave: 32 days holiday, plus bank holidays and 4 Christmas closure days.

Working hours: 37 hours per week. Regular evening and weekend work is required for travelling or attending events. Flexi-time and TOIL (Time Off In Lieu) can be accrued where appropriate.

Based in Newcastle, office location: Your office will be based in the King's Gate, Newcastle University

Full-time, fixed term contract. Start/End Dates: Tuesday 28 July 2026 - Friday 27 August 2027

Why become an Graduate Outreach Officer



Benefits of the role

Work independently

- Within an experienced, friendly and supportive team

Gain experience of the education sector

- Schools, colleges and Higher Education

Travel across the UK

- Become a leading expert in Premier Inns!
- All transport/accommodation paid for + expenses for meals while away

Lots of training and development

- A brilliant and supportive start to your career



Skills & experience development

Develop a variety of skills and gain experience in:

Communication	Creativity	Initiative & problem solving	Marketing
Confidence	Presenting & public speaking	Project management	Resilience
People management	Event planning	Student recruitment	Team working

Career progression

Current job titles of some former Graduate Outreach Officers:

Investment Manager (Financial Sector)	Student Recruitment Coordinator (Newcastle University)	International Development Manager (Durham University)	Regional Director (Confederation of British Industry)
Project Coordinator (NE UniConnect Partnership)	Head of Marketing (NextGen Planners)	Inclusion Manager	Graduate Recruitment Lead
Deputy Head of Student Recruitment and WP (Queen Mary London)	Head of HE Partnerships (Unifrog)	Principal Analyst (DWP)	Programme Talent Officer (Teach First)

Application process & colleague benefits



Key timeline

1. After this event

- Distribution of presentation slides and key links

2. Sunday 15 March (23:59): Application deadline

- Don't leave it too late – we cannot help you if there are any IT issues on the Sunday

3. Week commencing 16 March: Application outcomes and interview invites

- Initial outcome, confirmation of whether you have been invited to interview
- If invited to interview, you may be asked to complete a short online test

4. Thursday 27 – 28 March: Interview dates

- Interviewees will attend one date. This will include:
 - Formal interview
 - Group work task
 - Presentation

5. Week commencing 6 April: Interview outcomes

- Feedback available on all interviews
- Following outcomes, successful candidates will be invited to complete their DBS check ahead of role starting

What we're looking for...

Your **application** will be assessed for the following knowledge, skills and experience

Understanding of the British school system	Awareness of issues relating to progression, recruitment, and admission of students in higher education	Excellent interpersonal and communication skills	Outstanding team working skills
Strong problem-solving skills and use of initiative	Excellent organisation and time management skills	Excellent IT skills	Full UK Driving Licence (checked at point of interview)
Graduate of Newcastle University UG degree in 2025 or summer 2026	Willingness to work evenings and weekends	Willingness to receive Enhanced DBS Check	Willingness to travel regularly and drive long distances

Attributes and behaviour

If invited to **interview**, you will be assessed on the following areas

Planning and organising

Comfortable working independently
Manage their own time

Delivering services

Attention to detail
Takes responsibility for achieving targets

Communicating

Relatable
Able to connect with young people from diverse backgrounds
Tailors content accordingly

Team-working

Collaborates well with others
Keeps others up-to-date with progress

Application top tips

As an NCL student you have access to our award-winning Careers Service – reach out for application support

- The website includes bespoke guidance with CVs and Cover letters
- You can even book a one-to-one in-person session with a colleague from Careers

Cover letters will be scored and are great to demonstrate transferrable skills using evidence and example

- Use the STAR format to outline your evidence and examples

Contact details available on the job ad: use them if you're not sure about anything

Ask others to sense-check your application: friends, family, Careers, academic tutor

You can edit your application after you submit (but before the deadline)

www.ncl.ac.uk/careers/making-applications/

Don't leave it to the last minute

Colleague benefits



South Tyneside Council

THE CITY BATHS
NEWCASTLE



Contours Science Centre
more than just a gym

Life™



The Telegraph

SOCIAL
Bird



Places Leisure
Part of Places for People

Copthorne

THAI DINING
CHAOPHRAYA
HOURS: chow-pry-ä



everyone
ACTIVE

MOTEL ONE



INNSiDE
BY MELIA



GINO



NORTHERN
STAGE

D'ACAMPO



HOT
INDIGO™



THE ALCHEMIST



Find out more:
www.ncl.ac.uk/vacancies/benefits/



Colleague Wellbeing Team

Key links – click or scan...

Graduate Outreach Officer role overview

ncl.ac.uk/schools/about-outreach-services/student-work-opportunities/graduate-outreach-officer/



Newcastle University Vacancy Portal

jobs.ncl.ac.uk/job/Newcastle-Graduate-Outreach-Officer/1284619501/



Support with your application

ncl.ac.uk/careers/making-applications/

