**BE EDUCATION**

**UK HIGHER EDUCATION ADVISOR**

**JOB DESCRIPTION**

**OVERVIEW**

As part of a team, the UK Higher Education Advisor is responsible for providing professional higher education guidance services to our students on all matters relating to UK university applications. This service is conducted mainly through 1:2:1 online guidance meetings in order to improve students’ skills, knowledge and understanding for higher education planning. This role reports to the Director of UK Higher Education and is supported by two UK Higher Education Coordinators as well as Consultants based in China.

**RESPONSIBILITIES**

1. Delivery of the UK Higher Education service

Tasks to include:

* Conducting student-focused, impartial, personal guidance meetings which challenge and support the student to make informed, realistic and adaptable higher education decisions based on self and opportunity awareness, aspirations, and motivation
* Client management once a student is signed to the UK Higher Education Service
* Using online software and applications such as WeChat and Zoom to communicate with students and colleagues on a regular basis
* Keeping student information up-to-date on the CIALFO database  including summaries of action plans and matters discussed
* Responding to Consultants, as required, in their role of managing the parents/guardians, keeping them informed of student progress and managing expectations
* Supporting students with their applications, including advice on specific areas including Medicine, Veterinary Science, Dentistry, postgraduate courses and foundation degrees
* Guiding the student on choosing suitable university options to consider, bearing in mind entry requirements and other factors
* Continually checking and tracking progress with regular communication to help students stay motivated and on target
* Organising suitable Subject Specialists to support students with enrichment activities, admissions test prep and mock interviews
* Working with the Writing Specialists who give students guidance on UCAS Personal Statement writing
* Close liaison with the Director via a weekly update meeting on student progress
* Keeping abreast of the latest UK Higher Education information, attending conferences, conducting research and contacting universities when necessary

2. Organisation and delivery of four interactive small-group application workshops

1. Year 12/Lower Sixth Critical Thinking
2. Year 12/Lower Sixth Course Selection
3. Year 12/Lower Sixth Personal Statement
4. Year 13/Upper Sixth Interview Preparation

Tasks to include:

* Devising and developing teaching content such as lesson plans and materials in collaboration with the UK Higher Education Team
* Organising logistics of event, venue bookings, setting up resources including IT and refreshments
* Sourcing suitable speakers or Subject Specialists to run activities such as mock interviews
* On the day, front of house duties, delivery of some activities, student evaluation

3. Training and development

Tasks to include:

* Supporting the training and development of Sales Consultants and Mentors’ knowledge on the service and delivery of it, to make sure that service consistency is maintained
* Assisting Mentors in their support of students, answering questions on activities to create a long-term strategy for studying at a UK university
* Developing the service to meet client needs

4. Marketing

Tasks to include:

* Developing and delivering presentations on various UK Higher Education topics for potential clients
* Sharing information with the Marketing Team in China about our students’ successes for publication
* Representing BE Education in a professional manner when dealing with any related parties such as universities, tuition partners and schools

Other tasks – there may be other areas in which you can support our growing service.

**CANDIDATE SKILLS & QUALITIES**

**Essential:**

* Fluent written and spoken English
* Experience in advising students on university applications
* Knowledge of the UCAS system
* Ability to communicate effectively, patiently and compassionately with young people
* Ability to work within a small team that are based remotely in the UK and also liaise with a large team of Consultants based in China
* Independent worker and reliable team-mate
* Strong sense of initiative and a resourceful nature
* Flexible approach to the working environment and organisation of workload
* Personal and professional integrity
* Genuine passion for education and helping others to go further

**Desirable:**

* Studied at a UK university either at undergraduate or postgraduate level
* Commercial awareness
* Experience of working with the Chinese market
* Knowledge of the UK Higher Education landscape
* Clear understanding of various education systems such as those of the UK, Australia, China, and the US
* Experience of tutoring or teaching