WE'RE HIRING

Ada, the National College for Digital Skills

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Ada, the National College for Digital Skills | www.ada.ac.uk | @AdaCollege | Charity no: 1158399

ROLE INFORMATION

Job Title: Manchester Sixth Form Outreach Officer

Subjects/Department: New 16-19 Programme Development and Launch

Reporting to: Sixth Form Programme Manager

Annual Salary: £32,000 (80%, 4 days per week)

Location: Manchester

Start Date: Immediate

Working Pattern: Monday to Friday , 9am to 5pm but there will be requirement to adjust patterns to attend events and host events, so flexibility is required

Holidays: 25 days per annum pro rata + up to 5 efficiency days over Christmas

Disclosure: The successful candidate will be required to have an Enhanced Disclosure and Barring Service (DBS) check. 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.

Pension: Workplace pension, employer contribution at 10%

HOW TO APPLY

Please complete the application form and include a cover letter addressing how you meet the person specification. Email this to jobs@ada.ac.uk

WELCOME TO ADA

At Ada, the National College for Digital Skills, our mission is to educate and empower the next generation of diverse digital talent. Through the quality of education we deliver, the depth of our industry partnerships and focus on diversity, we are changing the face of the tech sector, expanding the talent pipeline and transforming lives.

We are a specialist Further Education college, where every 16-19 student takes Computer Science and all of our diverse Higher Level and Degree Apprentices work in skills shortage disciplines in innovative, blue-chip companies.

The digital skills gap is costing the UK economy an estimated £63 billion a year in lost GDP. Ada seeks to fill this skills gap by equipping young with the skills industry actually needs.

Ada was announced by the Prime Minister in December 2014; England's first new FE College since 1993 and since then we've gone from strength to strength including a Good with Outstanding features in our first Ofsted Inspection.

16-19 Provision:
As of 2024, we have 187 16-19 students enrolled. Our most recent results are outstanding; 39% of A level results at A*- B and 74% achieving at least one Distinction or better in their externally assessed Computing BTEC. This makes us the best education institution in the country for this BTEC.

Degree Apprenticeships:
Across our London Victoria and Manchester Ancoats campus, we have 363 apprentices currently enrolled on our Higher and Degree Level Apprenticeships. We specialise in five disciplines at present: software development, data analytics, tech consultancy, cyber security and business analysis, working with a wide range of SMEs and corporate organisations such as PwC, Bank of America, Deloitte, Clearscore, Just Eat, Capita, MHRA, Booking,com and Salesforce.

At present 38% of our learners are female, 51% are from ethnic minority backgrounds and 50% come from low income households compared to national averages of c. 20%. We're passionate about building a supportive, values driven environment for both our students and staff.

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We are excited to announce the launch of our new Sixth Form provision in Manchester in September 2026! This expansion marks a significant step in Ada's mission to make the tech sector more representative and address the growing need for skilled digital professionals in Greater Manchester. This role will play a crucial part in attracting diverse young people from across the region to consider Ada as a pathway into a successful career in tech.

To ensure the success of this new venture, Ada is seeking a passionate and driven **Outreach & Recruitment Officer** to join the team. The Manchester Sixth Form will start by offering the Digital Software Development T-Level qualification, which prepares students for roles such as web developers, software developers, and UX designers.

Based in Ada's campus in Ancoats, this role will be instrumental in planning and delivering Ada's unique Sixth Form offering to young people in the Greater Manchester Area. This will require a range of activities including outreach, recruitment, application and admissions. The role will require the candidate to support these outreach and recruitment efforts by marketing and events to young people, and their families are carers, and schools across Greater Manchester. The ideal candidate will be inspired by Ada's mission to empower the next generation of diverse digital talent and will play a key role in building a thriving and inclusive Sixth Form Provision at Ada in Manchester

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PURPOSE OF THE ROLE

Your mission as **Outreach & Recruitment Officer** is to be a part of the small team that delivers a Sixth Form offering to a small cohort of students for the start of the academic year in September 2026.

KEY ASPECTS OF THE ROLE & MAIN DUTIES AND RESPONSIBILITIES:

Promote Ada at outreach events (careers fairs, assemblies, workshops) across Greater Manchester with the aim of meeting our application, offer holder and enrolment targets.

Engage and network with school contacts to ensure growth of Ada's active contacts in outreach database.

Manage and maintain of the school database to support outreach communications.

Assist with event planning, administration and delivery including Outreach events, Careers Fairs, Open Days, School visits to Ada and Keep Warm events - This may involve commitment on some weekends and will require evenings and earlier starts.

Ensure we are on track to meet our targets for the volume of applications, offers and ultimately enrolments for our new Manchester Sixth Form and ensure we meet our diversity targets.

Support the administration of the Sixth Form application process including:
- dealing with enquiries to the inbox and on the phone in a timely manner,
- sending application communications including invitations for assessment, offers and enrollment paperwork,
- data entry and keeping accurate records of all applicants and their information within the customer relationship management tools (Salesforce, Civica and others).

Accurate record keeping and data entry into Ada's systems to produce insightful reports to drive recruitment and inform leadership..

Administration and processing of students enrolments on GCSE results days and afterwards.

Support with creation of Marketing materials for outreach campaigns and events.

We are looking for candidate who demonstrate Ada's values of: Curiosity, Creativity, Collaboration, Resilience and Rigour.

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ESSENTIAL QUALIFICATIONS AND EXPERIENCE

You are inspired by Ada's mission and excited to share it with young people aiming to dramatically impact their lives for the better (countless numbers of students have said this is what interaction with our outreach team has done for them!).

You are actively looking for personal growth through your job and meeting KPIs are exciting challenge for you.

You are willing to work flexibly, where necessary outside of normal working hours, and to travel as necessary for the role.

You are able to cope with a varied and demanding workload, to prioritise effectively and to meet strict deadlines under time pressure - You have a high level of resilience and accountability

You enjoy meeting lots of new people, especially 14-16 years old who are curious about technology and the world around them and how they fit into it, and helping them to consider their options and you understand what their options are.

You enjoy working as part of a small, hard-working, target driven team focused on offering life-changing opportunities to young people with an interest in technology.

You are committed to ongoing personal development. You consider feedback a gift, even when it is hard to give or receive.

You'd like to join a small team with a startup mentality, doing hard things, and to participate in its growth and impact. You can deal with uncertainty and are solutions focussed.

You're a generalist, even if you're very good at certain things including gathering and maintaining databases / spreadsheets used for tracking and reporting and determining next steps.

There is no work you consider beneath you - you are a mucker in!

You know yourself and limits and take responsibility for yourself.

SAFEGUARDING

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check when appointed to the post. References for shortlisted candidates will be requested prior to the interview day. Further information about the DBS be **can** found at www.gov.uk

EQUAL OPPORTUNITIES

Ada, the 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, the National College for Digital Skills 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 there is anything in this regard that you would like to discuss in relation to your application please contact HR@ada.ac.uk.
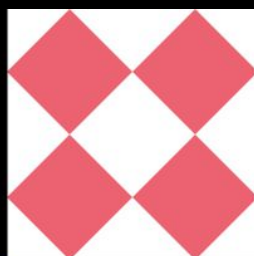
SPONSORSHIP

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.
Thank you for your interest in Ada, the National College for Digital Skills.

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