Role Outreach and Engagement Coordinator	**Salary** £30,000
Location Bristol, with regular travel to schools, colleges and community settings	**Line Manager** Head of Engagement and Development
Contract Full-time, Fixed-term (12 months) initially, with a view to permanent	**Start Date** October 2026 (TBC)

WHO WE ARE

Boomsatsuma is a proudly independent educator delivering bespoke, industry-connected education for 16-year-olds and up in Bristol and the South West, always with compassion, care and a real focus on the individual.

We deliver education that trains the next generation of creatives in art and design, television and filmmaking, photography, game design, digital media and sports media. Our courses are built to flex and evolve with the industries we're part of - so students build the knowledge and confidence to take their next step.

ROLE OVERVIEW

As Outreach and Engagement Coordinator, you will plan, design and deliver outreach activity that gives our key prospective student audiences, and the people who influence them, a real experience of what it is like to learn at Boomsatsuma.

Working alongside the wider Outreach and Marketing team, you will build a programme of workshops, sessions and projects for school, college and community settings, support the events where prospective students get to know us, and build the relationships that bring people back. This is a hands-on role with genuine creative input: you will help shape our activity offer, as well as deliver it.

The role follows the rhythm of the academic year and its recruitment cycle for both its Further and Higher Education offers. Autumn and winter focus on students applying for the coming year. Spring and summer are the opportunity to engage with both our offer-holders and younger audiences, develop and test new activity, and build relationships ahead of the next cycle.

KEY RESPONSIBILITIES

Outreach Design and Delivery

- Plan, design and deliver engaging workshops, sessions and short projects in schools, colleges and community settings, giving young people a hands-on experience of creative learning at Boomsatsuma.
- Shape the logistics of outreach activity, from first contact with a host setting through to scheduling, resourcing, equipment and follow-up.
- Develop and maintain session plans, resources and reusable kit, so activity can be delivered consistently and to a high standard.
- Support the Head of Engagement and Development and Outreach Lead to deliver a regular programme of visits, talks and fairs.
- Ensure outreach reflects the full range of Boomsatsuma's provision and the progression routes within it.

Events and Applicant Experience

- Support the preparation and delivery of open events, taster sessions, interview days and offer-holder events, helping prospective students and their families get a genuine feel for Boomsatsuma.
- Keep in touch with applicants between application and enrolment, helping them stay engaged and informed.

Relationships, Reflection and Impact

- Build and maintain lasting relationships with schools, colleges, teachers, careers leads and community partners across Bristol and the wider region.
- Recruit, train, brief and supervise student ambassadors who support outreach activity and events.
- Record outreach activity and relationships in our systems, reflecting on what has been delivered and feeding back on its effectiveness and impact.
- Gather feedback from young people, teachers and partners, and share what you hear so it informs how the team plans future activity.

General

- Capture images and video of outreach activity where appropriate, and in line with our consent procedures, supporting the marketing team to share good news and celebrate the work taking place.
- Promote and safeguard the welfare of young people, following Boomsatsuma's safeguarding policies and procedures at all times, reporting concerns promptly to the Designated Safeguarding Lead (DSL).
- Support the implementation of risk assessments where required.
- Represent Boomsatsuma professionally and positively in every setting.
- Undertake other reasonable duties, in line with the grade of the role, to support the recruitment objectives of the Engagement and Development team.

PERSON SPECIFICATION

Essential

- Experience planning and delivering engaging sessions, workshops or activities for young people, in education, youth, community or creative settings.
- Practical, hands-on skills in at least one creative discipline relevant to our courses, such as filmmaking, photography, game design, art and design or digital media, and the confidence to build your skills to deliver activities in others.
- Confident presenting to and working with groups of young people, and able to adapt your approach to different ages, settings and needs.
- Excellent communicator, able to build rapport with young people, families, teachers and partners.
- Highly organised, with the ability to manage the logistics of multiple activities, sites and deadlines.
- Reflective in your practice, able to gather feedback and use it to improve what you deliver.
- A genuine interest in the creative industries and in opening up creative education to young people, particularly those furthest from opportunity.
- Comfortable working independently in external settings, and as part of a small team.

- A clear understanding of safeguarding and your responsibilities when working with young people.
- Able to work some evenings and weekends to support events, and to travel across Bristol and the wider region.

Desirable

- Experience in student recruitment, outreach, widening participation or a related role within FE or HE.
- Skills across more than one creative discipline, or experience working in the creative industries.
- Experience recruiting, training or supervising young people or volunteers.
- Familiarity with CRM systems or recording activity and feedback data.
- Confident capturing good-quality photos and video.
- A full UK driving licence and access to a vehicle.

KEY RELATIONSHIPS

The Outreach and Engagement Coordinator works closely with the Head of Engagement and Development, Outreach Lead and the marketing team, as well as course, admissions and front-of-house colleagues who play a role in the student journey. Externally, the role works with schools, colleges, teachers, careers leads and community partners across Bristol and the wider region.

ADDITIONAL INFORMATION

- Some evening and weekend work is required to support events.
- This post is subject to an enhanced DBS check.
- This post is offered initially on a 12-month fixed-term contract, with the intention of moving to a permanent contract, subject to performance and organisational need.

OUR COMMITMENT TO DIVERSITY

We value the benefits of having a diverse team, and our recruitment style ensures everyone is treated fairly. We welcome, and actively encourage, applications from people across all communities.

To apply, send a CV and cover letter to jobs@boomsatsuma.com. Shortlisted candidates will be contacted to complete an application form prior to interview.