

Job Title:	Recruitment and Conversion Officer
Location:	Manchester
Reporting to:	Head of Marketing & Recruitment
Working Hours:	Full-time, some evenings/weekends required
Start Date:	ASAP
Salary:	£27,037 to £29,200 depending on experience.

About Futureworks

Futureworks provides industry-focused university education across Sound, Music, Film, Television, Games, Animation, and Visual Effects. Our creative community thrives on collaboration, professional practice, and opportunities for students to engage with leading industry professionals. We are committed to widening access to higher education and fostering a diverse and inclusive environment reflective of the creative industries we serve.

Role Overview

Futureworks is seeking an enthusiastic Recruitment & Conversion Officer to help drive student recruitment through high-quality outreach and events. This role is ideal for someone passionate about supporting young people, building relationships with schools/colleges, and delivering engaging experiences that inspire the next generation of creative talent.

Key Responsibilities

- Develop and maintain strong relationships with schools, colleges, teachers, and careers advisers.
- Deliver presentations, workshops, and outreach activities for students (Years 10–13).
- Lead the planning and delivery of open days, campus tours, taster events, and UCAS/HE fairs.
- Coordinate Student Ambassadors for events and outreach.
- Support recruitment and conversion activity, including UCAS cycle engagement and data handling (GDPR-compliant).
- Work collaboratively with Marketing, Admissions, and academic teams to ensure consistent messaging and an excellent applicant experience.

Essential Criteria

- Experience working with young people in education, outreach, youth work, or recruitment.
- Confident presenter with strong communication and interpersonal skills.
- Highly organised with the ability to manage multiple events and deadlines.
- Willingness to travel and occasionally work evenings/weekends.
- Accurate and reliable with administrative and data-handling tasks.



Desirable Criteria

- Experience in HE/FE student recruitment or school liaison.
- Knowledge of creative industries and progression routes into Higher Education.
- Familiarity with CRM systems.

Additional Information

This role involves working with individuals under 18; therefore, an Enhanced DBS check is required.

How to apply

Applications should be in the form of a CV and covering letter and addressed to the **Head of Marketing and Recruitment** quoting reference RCO020326. Applications can be sent via email to work@futureworks.ac.uk or via post to:

Head of Marketing and Recruitment
Futureworks
Riverside
New Bailey Street
Salford M3 5FS

