

Widening Participation Officer - External Relations - Grade F

Purpose

To deliver activities with school, college and community groups, with responsibility for coordinating visits, overseeing event planning and management, data/evaluation collection, and developing and delivering interactive workshops.

Duties

1. Develop and deliver effective and engaging activities that will encourage and support the progression of under-represented groups into Higher Education.
2. Provide targeted interventions and support for the students low HE -participation neighbourhoods as directed by line manager.
3. Planning, arranging, delivering and evaluating on-campus events.
4. Coordinating programmes of engagement with schools, including the School University Network.
5. Deliver interactive workshops, organise events and activities on campus and within school, colleges and the community.
6. Book student ambassadors to support events. Brief ambassadors ensuring they have the appropriate information and are fully prepared for activities. Provide feedback to them following the event. Contribute to recruitment, training and development of Student Ambassadors where required.
7. Ensure evaluation and data collection is carried out on events and programmes, adhering to data protection regulations. Record, file, and input data onto databases and recording systems. Oversee data imports into the HE Access Tracker and ensure data is high quality.
8. Maintain strong relationships with schools and colleges, and promote events and programmes with teachers and CIAG contacts.
9. Help maintain and develop a bank of age appropriate innovative and challenging activities, presentations and resources.
10. Support colleagues across the University to develop age-appropriate content for public engagement with a variety of younger audiences.
11. To adhere to processes and procedures in order to ensure effective project delivery.
12. Undertake such other relevant duties and responsibilities, appropriate to the grade, as may be determined, from time to time, by the project lead.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Significant experience leading interactive activities with school groups (i.e. whole class groups) or similar. (Application/Interview)

- Substantial experience of working with young people in a demanding environment. (Application/Interview)
- Demonstrable ability to develop engaging, interactive, and educational activities for young people. (Application/Interview)
- Honours degree in any subject (Application)
- Experience coordinating complex projects. (Application/Interview)
- Experience of planning and overseeing large-scale events in a HE setting or similar (Application/Interview)
- Experience of collecting and processing large amounts of personal data for project monitoring and/or evaluation. (Application/Interview)
- Excellent communication and presentation skills. (Application/Interview)
- Ability to prioritise and schedule workloads in the face of conflicting demands and ability to organise and prioritise work to deliver to deadlines. (Application/Interview)
- Approachable and professional with the ability to adapt to a range of audiences. (Application/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview)

Knowledge, Skills, and Behaviours (Desirable)

- Full clean driving licence and access to a vehicle with business insurance (Application/Interview)
- Previous experience working in a HE setting in WP, outreach, or student recruitment. (Application/Interview)