

## **Programmes Manager - Widening Participation- External Relations - Grade H**

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### Job Description

#### **Purpose**

This post will have responsibility for managing our programme of on-campus school visits and our new programme of in-school activities that support the pupils' academic development. The role will manage an outreach team to engage and encourage people from all backgrounds to consider Higher Education (HE). The role will oversee the development and delivery of projects, events, and activities that inspire young people from backgrounds under-represented in HE. The post-holder will manage the data collection and processing for all WP programmes and will work with the WP evaluation team to ensure all activities evaluated and reported appropriately in line with our APP commitments. The ideal candidate will be motivated, have a great attention to detail and be passionate about widening participation in HE.

#### **Duties**

1. Manage WP programmes engaging schools and colleges, ensuring activity is appropriately targeted to pupils from backgrounds under-represented in HE.
2. Manage an outreach team to deliver successful programmes engaging and inspiring young people.
3. Manage our programme of on-campus school visits, ensuring we showcase UCLan subjects and provide age-appropriate CIAG for Y5-10 pupils.
4. Manage our UCLan Scholars Programme to ensure we meet recruitment and engagement targets, and grow the programme to reach new audiences in key geographies.
5. Develop and project-manage our new academic development programme, overseeing the development of attainment-raising workshops, to be delivered in schools and colleges.
6. Work with the evaluation team to ensure all programmes are fully evaluated and measure outcomes, to demonstrate the impact of programmes. Work with the Head of WPPE to develop annual reports on reach and impacts for external and internal stakeholders.
7. Oversee the management of data collection and processing for WP activity to enable evaluation and tracking.
8. Provide operational management for arising WP initiatives that support fair access.
9. Oversee the recruitment and/or training of student ambassadors and mentors to support delivery of outreach activity.
10. Oversee the marketing and promotion of WP activities to schools and colleges, managing website content and booking processes.
11. Work collaboratively with UK student recruitment teams to ensure a cohesive and clear offer to schools and colleges across the region and in key target areas.
12. Work closely with the public engagement team to identify and support delivery of community engagement activity that will enhance widening participation.

13. Ensure compliance with all statutory matters including, but not limited to, data protection, health and safety, engaging ad-hoc workers, and procurement.
14. Monitor and plan spending, ensuring all projects remain within budget.
15. Work occasional weekends and evenings to deliver projects for the subject-specialist outreach centres and support events across the External Relations service.
16. Any other responsibilities that are commensurate with the role.

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Educated to Degree level (Application).
- Significant experience in widening participation and/or outreach (Application/Interview).
- Experience managing teams to meet targets and achieve shared goals (Application/Interview).
- Demonstrable ability to develop new programmes of activity and lead the development of engaging activities and workshops.
- Experience in project management, looking after a diverse portfolio of programmes and projects (Application/Interview).
- Experience of event management, with operational oversight of event delivery (Application/Interview).
- Experience of managing large amounts of data (including personal data) and monitoring project KPIs (Application/Interview).
- Excellent knowledge of the higher education sector and widening participation (Application/Interview).
- Excellent understanding of evaluation and how to measure impact (Application/Interview).
- Strong interpersonal and communication skills with an ability to build and manage professional networks (Application/Interview).
- Ability to take a data-driven approach to account management, identifying target schools and colleges (Application/Interview).
- Excellent presentation skills and ability to communicate effectively with a wide range of audiences (Interview).
- Experience working in a Higher Education professional service and understanding of the sector (Applications/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).
- Full clean driving licence and ability and willingness to drive to different locations for work (Application).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Post graduate qualification (Application).
- Project management qualification (Application).