

## **Future U Outreach Officer – External Relations – Grade F**

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### **Job Description**

#### **Purpose**

To deliver an inspirational programme of widening participation activity in targeted schools and colleges across Lancashire. To contribute to the development of activities and events that engage young people to reduce perceived barriers to Level 4 study.

#### **Duties**

1. To deliver projects, activities and events as part of the Future U (Uni Connect) outreach programme.
2. To develop new and innovative resources and activities that engage young people with degree subjects and higher education, and degree and higher apprenticeships.
3. To lead and deliver on-campus events with schools, colleges and community groups.
4. To visit schools, colleges and community groups to deliver interactive, engaging and information activities and workshops.
5. To contribute to maintaining strong relationships with schools, colleges and community groups.
6. To contribute to central team and project-wide objectives.
7. Maintaining and coordination of Future U physical resources.
8. To assist with data collection ensuring compliance with University processes and GDPR.
9. To adhere to processes and procedures to ensure effective project delivery.
10. Book student ambassadors to support events, 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.
11. Any other duties, commensurate with the grade that help meet the project aims and objectives.

### **Person Specification**

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

- Experience of delivering activities, talks and workshops with young people (Application/Interview).
- Experience of developing innovative and engaging resources and activities (Application/Interview).
- An undergraduate degree or equivalent experiential learning (Application).
- Strong time management and organisation skills together with the ability to prioritise tasks (Application/Interview).
- Ability to work in multi-disciplinary teams (Application/Interview).
- Excellent IT skills (Application/Interview).
- Ability to communicate with a variety of audiences, including teachers and secondary and further education students, anticipating and responding to needs appropriately (Application/Interview).
- Flexible approach to working (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Supporting All and Creating Opportunity as a framework for decisions, actions and behaviours (Application/Interview).

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

- A PGCE qualification (Application).
- A Level 4 Careers Guidance Qualification (Application).
- Experience of working in schools or colleges (Application/Interview).
- Ability to design and create activities and projects that communicate a specific message in an innovative way (Application/Interview).