

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of:

Widening Participation Officer EHA1799-0319

Accountable to: Head of Student Recruitment

Reporting to: Senior Widening Participation Officer

The Post

The main purpose of this role is to support the University to further its widening participation objectives, and achieve the targets outlined in our Access and Participation Plan.

The postholder will devise, develop, implement and evaluate a range of targeted programmes and events, for prospective students and their families, designed to raise awareness of higher education, and of Edge Hill University. The role will work with a wide range of underrepresented groups but will have a particular focus on working with Black, Asian and minority ethnic (BAME) groups to increase the proportion of BAME students studying at Edge Hill University.

Relationship building with teachers, advisers, community and religious groups will be a core component of the role, and the postholder will also have a responsibility for drawing on expertise from within the University to develop bespoke activity to address widening participation objectives.

The postholder will be a self-starter, able to work with minimal supervision and will also have the ability to effectively influence others to help in the fulfilment of strategic aims by leading, inspiring and developing effective informal teams and networks. It should be noted that the role involves an element of out of hours working, travel and overnight stays on occasions. There will also be regular evening and weekend events.

Specific Duties and Responsibilities

The post holder will lead and deliver specific widening participation activities, events and other initiatives in pursuit of the University's strategic objectives.

Examples of such work will include:

- Developing bespoke programmes, and delivering information, advice and guidance for a wide range of underrepresented groups;

- Working with relevant colleagues to conduct analysis projects on schools/colleges in the region, utilising data to enable the targeting of widening participation activity;
- Leading on the University's pre-entry work with BAME students and their families, providing a wide range of information, advice and guidance relating to progression to higher education;
- Identifying schools and colleges with high proportions of BAME students and students from other underrepresented groups, and developing strong relationships with these institutions to deliver a range of workshops and sessions relating to higher education;
- Developing, delivering and evaluating a dedicated Access programme for prospective BAME students, with a mix of events in communities and on campus;
- Working closely with Student Services to evaluate the relationship between pre-entry access activities and on course success and retention to assess impact and support pre-entry transition activities, where appropriate;
- Developing a robust evaluation framework for bespoke activities, measuring impact and enabling recommendations to be made for future projects, interventions and priorities;
- Identifying and using relevant primary and secondary sources of information such as qualitative and quantitative data, and policy and research reports to develop evidence informed approaches to widening access;
- Leading on our BAME Student Advisory Panel with current students to identify what more could be done to attract and support BAME students at the institution;
- Support with the recruitment, training and delivery of a diverse pool of student ambassadors, to work on pre-entry events and activities;
- Developing links and relationships with community and religious groups across the North-West of England, and devising a tailored programme of events and communications;
- Engaging with charities, networks and specialists to explore opportunities for research projects to further the University's understanding of students meeting our WP criteria;
- Producing reports and presenting to the Access and Participation Operations Groups, as appropriate;

- Engaging with relevant external working groups, collaborative networks and events, to represent the University, and to ensure our programmes and activities respond to sector recommended best practice;
- Acting as a key member of the Events Team at large university-wide recruitment events such as Teachers Conferences, Applicant Visit Days and Open Days, managing key areas of the event and troubleshooting as required;
- Undertaking other such duties as may be required from time to time, including deputising for colleagues in their absence;

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 6, Points 23-26
£27,511 - £30,046 per annum

Hours: 36.25 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

It is important to note that the successful applicant will be required to undertake an enhanced disclosure for you from the Disclosure and Barring Service and that this will form part of the conditions of offer of employment.

PERSON SPECIFICATION

Widening Participation Officer

EHA1799-0319

CRITERIA: Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	A degree or equivalent professional qualification	*		A
Experience				
2	Experience of delivering educational marketing, outreach or enrichment activities with young people and community groups	*		S/I
3	Experience of working with BAME communities		*	S/I
4	Event co-ordination experience		*	S/I
Knowledge				
5	An in-depth knowledge of issues and barriers relating to the progression of learners into Higher Education	*		S/I
6	An awareness of evaluation methods and processes and an ability to produce relevant reports summarising results and making recommendations	*		S/I/T
7	An awareness of safeguarding processes and best practice	*		S/I
Skills				
8	Excellent communication and interpersonal skills, including well developed negotiation, influencing and networking skills	*		S/I/T
9	An ability to relate to young people from a variety of backgrounds, as well as their advisers and influencers	*		S/I
10	Excellent presentation skills and a creative approach to developing and delivering engaging presentations for large groups of people	*		S/I/P

11	Strong organisation and project management skills	*		S/I
Other				
12	A positive and flexible approach to work with a willingness to travel extensively throughout the North West and further afield, spend periods away from home, and to work some evenings and weekends as required	*		I
13	Holder of a full, clean UK Drivers License	*		I

***Method of Assessment**

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.