



Edge Hill University

Widening Access Officer

Reference: EHA1799-0722

Salary: £28,762 - £31,411 per annum
Grade 6, Points 23-26

Contract Type: 1 x Permanent
1 x Fixed Term for 12 months

Hours: Full Time (36.25 hours per week)

Location: Ormskirk



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 Access Officer
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Edge Hill
University

Accountable to: Head of Widening Access and Participation

Reporting to: Widening Access Manager

About the Role

The Widening Access Officer is a key post within the University's Widening Access and Participation team which sits within the Student Recruitment and Marketing Department. This team lead on the development and implementation of the university's Access and Participation Plan (APP) to support students from underrepresented groups into and through their higher education journey.

The main purpose of this role is to support the University to further its Widening Access objectives, and achieve the targets and strategic aims outlined in our Access and Participation Plan (APP) through the development, delivery and evaluation of a range of targeted programmes and events for prospective widening participation student groups. The student groups you will be working with will include Black, Asian and Minority Ethnic students, care leaver, care experienced and estranged students, disabled students and mature students.

We are looking for a creative, dynamic and proactive person to work with schools, colleges, parents, carers and supporters, and local communities to break down barriers to Higher Education for people from under-represented groups, to raise both their awareness of University and their confidence in applying to study. You will work closely and collaboratively with other members of the Widening Access and Participation team, and with colleagues from across the University, to deliver impactful targeted programmes and activities. You will also be promoting the wide range of support available to these student groups if they choose to study at Edge Hill University.

You will be able to work independently, being responsible for the development, delivery and evaluation of new and existing programmes and activity to support our APP. The role will involve an element of out of hours working, travel and overnight stays on occasions.

Duties and Responsibilities

1. Working with the Widening Access Manager to develop an operational plan of programmes and activities to ensure that the commitments made in our Access and Participation Plan and internal action plans are met.
2. Take an evidence-based, Theory of Change approach to developing and delivering a range of creative, targeted, and sustained programmes and events for prospective widening participation student groups and their supporters.
3. Developing and managing working relationships with student support departments and academic colleagues. Coordinating colleagues to aid the planning of widening access delivery.
4. Ensuring that the programmes and activities that you develop utilise relevant primary and secondary sources of information, so you are developing evidence informed and impactful approaches to widening access.
5. Leading on the creation of targeting and communication plans for sustained programmes of activity, utilising school targeting lists and other sources of information to ensure programmes are appropriately targeted.
6. Oversee student Staff who are assisting in the delivery and organisation of Widening Access activities;
7. Keeping actively informed of trends and developments in widening access and participation, seek out relevant CPD opportunities and network with peers in the sector- providing timely suggestions to the Widening Access Manager as to what activities the team could offer in response to these.
8. Collaborate with the Evaluation Manager to a) use the Higher Education Access Tracker (HEAT) to monitor all activity, and b) review the effectiveness of individual activities and programmes on an on-going basis in line with set evaluation processes and criteria, so that we can effectively measure impact and use this insight for future interventions.
9. Proactively build and develop effective relationships with key external stakeholders, including school and college staff, charities, collaborative networks, and cultural and community groups.
10. Contributing to the wider Departments' Events Team at large university-wide recruitment events such as Teachers Conferences, Summer Residentials, Applicant Visit Days and Open Days were appropriate.
11. Contributing to the University's operational delivery of activity with the three

Uni Connect networks in which the University is in partnership with (Merseyside, Lancashire and Cumbria).

12. Producing reports and presenting to our internal APP Operations Group and APP Steering Group, as required.
13. Supporting the Widening Access Manager and Head of Widening Access and Participation with internal reporting, and external OfS monitoring and reporting requirements as required.
14. Undertaking other such duties as may be required from time to time, including deputising for more senior 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

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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.

Internal staff wishing to apply for a fixed term role as a secondment opportunity must discuss this with their existing line manager before applying.

Person Specification for the post of:

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Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	*Method of assessment (A/S/I/P)
Qualifications				
1	A degree or equivalent professional qualification	*		A
Experience and Knowledge				
2	Experience of working with pre and post 16 students and/or community groups, delivering engaging presentations and workshops	*		S/I
3	Event/project planning and delivery experience	*		S/P/I
4	Experience of building effective working relationships with a range of key stakeholders	*		I
5	Knowledge of issues and barriers relating to the progression of learners into Higher Education	*		S/P/I
6	An understanding of the impact of national policy context within which the University's Widening Access and Participation work operates		*	I
7	An awareness of the need for evidence informed practice and the importance of evaluation		*	I
Abilities and Skills				

8	Excellent communication and interpersonal skills, including well developed negotiation, influencing and networking skills	*		P/I
9	An ability to relate to young people from a variety of backgrounds, as well as their advisers and influencers	*		S, I
10	An ability to work collaboratively as part of a team to meet shared objectives and enthuse colleagues through your focused and positive attitude towards work	*		S/I
11	Ability to work on own initiative, to prioritise a varied workload, work to tight deadlines, multi-task and make appropriate decisions under pressure	*		S/I
12	Ability to use data, intelligence and research from various sources to produce relevant reports summarising results, and making recommendations		*	S/I
Other				
13	Excellent IT skills to support efficient communication, organisation, recording of information	*		P/I
14	A positive and flexible approach to work with an ability and willingness to travel throughout the North West and further afield, spend periods away from home, and to work some evenings and weekends as required	*		I

How to Apply

When you are ready to start the formal application process, please visit www.edgehill.ac.uk/jobs and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

For informal enquiries about this vacancy you may wish to contact: Emma Hall, Interim Head of Access and Participation at emma.hall@edgehill.ac.uk

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 23:59 on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.