

## Candidate Information

**Position:** Widening Participation Unit Manager  
**School/Department:** Academic and Student Affairs  
**Reference:** 23/110631  
**Closing Date:** Monday 20 February 2023  
**Salary:** £43,414 - £53,353 per annum  
**Anticipated Interview Date:** Friday 3 March 2023

### JOB PURPOSE:

The Widening Participation Unit manager, will lead and manage a broad portfolio of responsibilities relevant to Widening Participation. The postholder will lead and manage the University's Widening Participation Unit (WPU) leading a team of Outreach Staff, and through them, develop an evidence based practice approach to achieve the outcomes of the University's Widening Participation Strategy.

You will also provide expert input in the planning and delivery of the Widening Participation Strategy ensuring programmes of the Unit align to the principles and priorities outlined in the Strategy. Further you will provide leadership on the co-ordination and review of the institutional Widening Participation Strategy, supporting senior leadership with expert input and advice to help realise institutional ambitions for raising attainment and widening access.

### MAJOR DUTIES:

1. Using specialist and professional expertise, lead on the design, development, delivery and review of evidence lead WP projects and activities at primary and post primary level to ensure that objectives of the Widening Participation Strategy are delivered in support of the University's Strategy 2030.
2. Lead, direct and develop a team of professional outreach and support staff, ensure the provision of programmes managed by the Widening Participation Unit, including setting objectives and ensuring team members are proactively supported, managed and developed. Ensure all projects are managed and delivered within the agreed aims, objectives and procedures for each activity.
3. Strategic and operational management. Support, develop and implement the University's Widening Participation Strategy and implementation plan by formulating and delivering effective activities. This includes identifying, developing and successfully implementing WP initiatives and projects especially in relation to raising attainment and widening access to higher education.
4. To take the institutional lead in the design, delivery and implementation of a community of practice in the University to help engage the widest group of staff, both academic and professional support, in the work of widening access into Higher Education. Provide regular training and support material as well as acting as a key point of contact for staff in Schools.
5. Using engagement data, continually work to ensure that programmes are reaching target groups within the WP cohorts.
6. Build effective and collaborative relationships with relevant stakeholders and University staff. To represent and promote the Widening Participation Unit at both internal and external meetings providing professional input and expertise in support of the promotion and integration of the work of the Unit.
7. Provide expert advice and input into School lead initiatives, acting as a point of contact for local based initiatives to ensure alignment and that the local work complements institutional outreach activity.
8. To attend and participate in relevant professional sector networks ensuring that best practice in widening access is embedded in the work of the Widening Participation Unit.
9. Work closely with the Admissions and Access Service and represent the Directorate on the Admissions Policy Review Group.
10. Work collaboratively with the Students' Union, as well as students from a WP background, to ensure that the student voice is embedded in the work of the Unit and the WP Strategy, and working with the Students Union, set ambition targets to include students in WP activity across both the University and the Students' Union.

11. Work collaboratively with the Learning Development Service and the Student Disability and Wellbeing Service in particular to ensure that applicants and students from WP backgrounds are given the pre-entry, transition and on course support needed to help them be successful learners.
12. To participate actively as member of the DASA Senior Management team, working collaboratively with colleagues and Head of Services across the Directorate to ensure that the Widening Participation Unit is working to support Strategy 2030 and the Directorate Key Objectives.
13. Any other duties as required and which are commensurate with the grade and role including at times deputising for the Head of Academic and Student Affairs.

**ESSENTIAL CRITERIA:**

1. \* A degree (or equivalent).
2. In the event that you do not meet this criteria, the University will also accept the following which has been deemed equivalent.
3. Substantial relevant experience in a directly relevant role.
4. \* A minimum of 4 years' relevant professional experience in an education outreach role or leading and managing multiple educational projects focused on widening access to include:
  - Experience of leading, managing, and motivating a team of professional staff including managing performance and objective setting.
5. \* Substantial experience of implementing an evidence-based practice approach to Outreach Programmes.
6. \* Experience and track record in project management.
7. \* Experience in the production and analysis of information to inform complex management decisions.
8. Excellent IT skills, including confident and proficient use of the Microsoft Office suite.
9. Demonstrable understanding of the current issues, which affect widening access into and through Higher Education.
10. Excellent communication and interpersonal skills with the ability to communicate goals and engage and motivate others and achieve buy-in.
11. Ability to lead, develop, mentor, train and supervise others.
12. Well-developed analytical and problem-solving capability and a keen interest and proven ability to innovate in their work.
13. Ability to act as a role model and lead by example in accordance with the Core values of the University – Integrity, Connected, Ambition, Respect, Excellence.
14. Capacity to work flexibly to meet the requirements of the post.

**DESIRABLE CRITERIA:**

1. A relevant postgraduate professional qualification (or equivalent).
2. Experience of leading a similar service in Higher or Further Education.
3. Experience as an outreach officer in Higher/ Further Education.