

Candidate Information

Position:	Outreach Officer
School/Department:	Educational and Skills Development
Reference:	23/110748
Salary:	£35,333 - £42,155 per annum
Anticipated Interview Date:	Wednesday 5 April 2023
Duration:	Full time, Permanent

JOB PURPOSE:

Reporting to the Widening Participation Manager, the postholder will be responsible for the development and delivery of Queen's widening participation activities with specific responsibility for Queen's Academy Programmes and new programmes targeting people from Widening Participation target groups. This post will coordinate the University's Widening Participation initiatives (including the Queen's Academy Programmes) aimed at engaging with/recruiting the most able least likely students. In particular, collaborating on the development and delivery of new schemes focusing on locally-based target groups e.g. those in schools, local/regional FE Colleges and those from Widening Participation target backgrounds.

MAJOR DUTIES:

1. In line with the University's Widening Participation Strategy and Widening Access and Participation Plan, responsible for coordinating and developing a range of pre-entry programmes (including primary school interventions) aimed at engaging with young people from Widening Participation target groups. In particular, collaborating on the development and driving forward of new and existing schemes focusing on locally-based target groups.
2. Ongoing development, implementation and evaluation of the Queen's Academy Programmes in collaboration with Northern Ireland, Schools, Regional College, and project stakeholders.
3. Responsible for recruiting, tracking and reporting on progress and outcomes of participants on the Queen's Academy Programmes.
4. Develop and deliver Primary School outreach programmes for example the Professor Fluffy Programme.
5. Embedding evaluative practices within Widening Participation Programmes.
6. Contributing to the delivery of objectives as detailed in the University's annual Widening Access and Participation Plan and University Widening Participation Strategy.
7. Collaborating with outreach colleagues within the WPU Teams in delivery of information, advice and guidance for students, teachers, parents, carers and careers advisors.
8. Collaborate with University Schools and Support Services to enhance programme delivery and support.
9. Managing and supervising staff.
10. Producing reports and evaluation data for Senior Management.
11. Budgetary responsibility for Queen's Academy Programmes including forecasting, budgeting, financial management and reporting.

ESSENTIAL CRITERIA:

1. A primary degree or equivalent.
2. Minimum of three years' experience in similar or related role(s).

3. Experience which can be shown to be directly applicable to the responsibilities of this post to include:
 - Development and delivery of programmes for young people from disadvantaged backgrounds to encourage participation in education and/or raising attainment
 - Working collaboratively to organise, deliver and evaluate programmes to meet agreed targets
 - Working in support, advice or guidance capacity
 - Working in a role to empower people;
 - Event planning.
4. Experience of developing targets and evaluating the outputs and impact of activities.
5. Experience of Managing or Supervising staff.
6. Excellent ICT skills including word processing, database design and management, and spreadsheets, report writing.
7. Knowledge and understanding of widening participation and in particular understanding of the barriers/challenges experienced by young people from Widening Participation backgrounds.
8. Ability to devise and deliver presentation/facilitate events to a wide range of audiences.
9. Ability to communicate with and relate to people at all levels both internally and externally.
10. Effective organisational abilities.
11. Logical, analytical ability.
12. Ability to work on own initiative.
13. Ability to work as part of a team.
14. Ability to work under pressure and to deadline.
15. Requirement to work flexibly, to include occasional weekends, evenings and overnight residential.
16. Full clean UK driver's licence and access to own transport or other means to meet the mobility requirements of the post.

DESIRABLE CRITERIA:

1. Relevant postgraduate qualification e.g. in youth community work or counselling.
2. Experience of working with young people/adults in a Higher/Further Education Context to widen access.
3. Embedding best practice and employing research evidence in programme development.
4. Evidence of delivery of positive outcomes.