

Candidate Information

Position: Outreach Assistant
School/Department: Educational and Skills Development
Reference: 23/110907
Closing Date: Monday 22 May 2023
Salary: £30,619 - £35,308 per annum
Anticipated Interview Date: Thursday 8 June 2023

JOB PURPOSE:

Reporting to the Outreach Officer (Grade 7) responsible for specific Widening Participation Programmes, the postholder will be responsible for developing and managing the delivery of specific projects as part of an aspiration and attainment raising Programme (e.g. Junior Academy, Senior Academy, Pathway Opportunity Programme) working with young people who meet widening participation criteria including: no parental experience of Higher Education, low income households, disadvantaged neighbourhoods, care experienced, carers, refugees or asylum seekers.

MAJOR DUTIES:

1. Develop and deliver designated Widening Participation projects aimed at raising aspiration and attainment amongst young people who are the most able but least likely to attend Higher Education.
2. Design, deliver and evaluate engaging outreach activities and workshops for young people from Widening Participation target groups. These events will take place within Primary and Post Primary schools as well as on-campus, including university taster days, UCAS information days, summer residentials, etc.
3. Identify opportunities to bring added value to existing programmes including the Pathway Opportunity and Queen's Academy Programmes.
4. Manage on-campus events including the delivery of motivational and aspiration-raising workshops to encourage students to progress to Higher Education.
5. Provide information, advice and guidance for students, teachers, parents/guardians, career advisors and schools.
6. Recruit programme participants from key target groups; tracking and monitoring their engagement and progress.
7. Review and monitor project objectives and standards within own area of work.
8. Ensure a high-quality service to project stakeholders.
9. Develop and deliver presentations to a range of audiences including primary and post primary school pupils, teachers and parents/guardians/carers.
10. Assign tasks and supervise Graduate Interns and Student Assistants who will be helping with the delivery of programmes, ensuring work is completed to required timescales and standards.
11. Contribute to Widening Participation Unit team meetings and report on relevant projects to the wider team including Outreach Officers and the Unit Manager.
12. Contribute to delivery and success of the Widening Participation outreach elements of the University's annual Widening Access and Participation Plan (WAPP).
13. Represent the University/Widening Participation Unit at various Widening Participation focused events and conferences.

ESSENTIAL CRITERIA:

1. *A primary degree (or equivalent qualification).
2. *2 years' recent relevant experience of which at least 1 year must be experience working with young people from disadvantaged target groups.
3. *Experience of event planning, facilitating workshops and delivering presentations to a range of audiences

4. Understanding and awareness of the barriers to Higher Education for those who come from Widening Participation backgrounds (e.g. no parental experience of Higher Education, low income households, disadvantaged neighbourhood, care experienced, a young carer, refugees or asylum seekers) and knowledge of the work of the Widening Participation Unit.
5. Excellent oral, written and presentation skills; ability to communicate and relate to people at all levels both internally and externally.
6. Good decision making skills.
7. High level of ICT skills including experience of using a range of IT Systems including Microsoft Office software.
8. Ability to work on own initiative and as part of a team.
9. Required to work flexibly to include occasional weekends, evenings and overnight residential

DESIRABLE CRITERIA:

1. Experience working with young people to increase their aspirations and attainment.
2. Supervisory experience; ability to assign tasks to others and be responsible for ensuring work is completed to required timescales and standards.
3. Experience of publishing social media posts and maintaining/updating web sites.
4. Clean UK Driver Licence with access to own transport to meet the mobility requirements of the post.