



Candidate Information

Position:	Outreach Officer (Care Experienced Programmes) Maternity Cover
School/Department:	Education and Student Services
Reference:	24/111657
Closing Date:	Friday 1 March 2024
Salary:	£37,841 - £45,148 per annum.
Anticipated Interview Date:	Tuesday 26 March 2024
Duration:	Fixed term, available until 31 January 2025

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 the Reading and Numeracy Together Programmes, and initiatives targeted for those who are Care Experienced. Act as a Care Experienced contact for pre-entry, current students and sector wide stakeholders.

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 aimed at engaging with those who are Care Experienced. The post holder will be responsible for collaborating on the development and advancing new schemes focusing on locally-based target groups.
2. Ongoing development and implementation of Outreach Programmes including Reading and Numeracy Together Projects, in collaboration with the South Eastern Health and Social Care Trust, Queen's School of Social Sciences, Education Social Work other project stakeholders.
3. Embedding evaluative practices within Widening Participation Programmes.
4. Management and Delivery of the Queen's DfE Step Up Programme which includes expansion of existing Programmes for Care Experienced Upper Primary and Year 8 pupils.
5. Provision of 1-1 support meetings for Care Experienced Students at Queen's including administration of the Care Experienced Bursary.
6. Act as a Queen's Care Experienced Contacts for a range of stakeholder organisations, potential and current students.
7. Provision of pre-entry information, advice and guidance for Widening Participation target groups in particular those from a Care Experienced Background.
8. Producing reports and evaluation data for Senior Management.
9. Budgetary responsibility for Queen's Academy Programmes including forecasting, budgeting, financial management and reporting.
10. Responsible for recruiting, tracking and reporting on progress and outcomes of programme participants.
11. Contributing to the Widening Participation outreach elements of the University's annual Widening Access and Participation Plan.
12. Collaborating with outreach colleagues in delivery of information, advice and guidance for students, teachers, parents, carers and careers advisors.
13. Managing and supervising staff.
14. Signpost and make student referrals to relevant support services including; disability and well-being, learning development and SU Advice.
15. Producing reports and evaluation data for Senior Management.
16. Budgetary responsibility for Outreach Programmes including forecasting, budgeting, financial management and reporting.

ESSENTIAL CRITERIA:

1. A primary degree.
2. Substantial 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:
 - Working in support, advice or guidance capacity with particular emphasis on care experienced students.
 - Providing 1-1 signposting, support and IAG.
 - Working in a role to empower people.
 - Development and delivery of programmes for those from disadvantaged backgrounds in particular those who are Care Experienced, to encourage participation in education and/or raising attainment.
 - Working collaboratively to organise, deliver and evaluate programmes to meet agreed targets.
 - Event planning experience including; planning workshops and events.
4. Experience of developing targets and evaluating the outputs and impact of activities including incorporating best practice.
5. Experience of Managing or Supervising staff.
6. Evidence of delivering positive programme outcomes to agreed budget and timescales.
7. Excellent ICT skills including word processing, database design and management, and spreadsheets, report writing.
8. Knowledge and understanding of widening participation and in particular understanding of the barriers/challenges experienced by people from Widening Participation Backgrounds in particular those who are Care Experienced.
9. Excellent communication skills (oral and written) including the ability to devise and deliver presentation/facilitate events to a wide range of audiences.
10. Ability to communicate with and relate to people at all levels both internally and externally.
11. Effective organisational abilities.
12. Logical, analytical ability.
13. Ability to work on own initiative.
14. Ability to work as part of a team.
15. Ability to work under pressure and to deadline.
16. Requirement to work flexibly, to include occasional weekends, evenings and overnight residential.
17. Full clean UK driver's licence and access to own transport or other means to meet the mobility requirements of the post.
18. Access NI check required.

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. Experience of organisation and delivery of widening access programmes in higher education/further education.