



Candidate Information

Position:	Outreach Officer
School/Department:	Civic Engagement and Social Responsibility
Reference:	25/112410
Closing Date:	Monday 3 March 2025
Salary:	£39,922 - £47,631 per annum
Anticipated Interview Date:	Thursday 20 March 2025
Duration:	Permanent - Full Time

JOB PURPOSE:

Reporting to the Widening Participation Manager, the postholder will be responsible for the development and delivery of Queens widening participation activities with specific responsibility for Queens Academy Programmes, in particular the Pathway Opportunity Programme. The postholder will coordinate Widening Participation initiatives (including the Pathway Opportunity Programme) aimed at engaging with/recruiting those from groups currently underrepresented in Higher Education. The postholder will manage and develop relationships with key stakeholders including academic colleagues, professional services, schools and colleges and other partner organisations to deliver programme aims and objectives against agreed targets and timelines.

MAJOR DUTIES:

1. In line with the Strategy 2030 and Queens Widening Access and Participation Plan (WAPP), the postholder will be responsible for coordinating and developing a Queens Academy Programme (the Pathway Opportunity Programme) aimed at engaging with young people from Widening Participation target groups. In particular, collaborating on the development and delivery of the existing scheme focusing on locally-based target groups.
2. Measuring programme impact and evaluation in collaboration with Northern Ireland Schools and Regional Colleges, and project stakeholders including programme participants.
3. Responsible for recruiting, tracking, monitoring and reporting on progress and outcomes of participants on the Pathway Opportunity Programme.
4. Develop and deliver presentations, workshops and summer residential activities.
5. Contributing to the delivery of objectives as detailed in the University's annual Widening Access and Participation Plan (WAPP) and University's Strategy 2030.
6. Collaborating with outreach colleagues within the WPU Team in delivery of information, advice and guidance for students, teachers, parents, carers and careers advisors.
7. Collaborate with University Schools and Support Services to enhance programme delivery and support for programme participants.
8. Managing and supervising staff.
9. Producing reports and evaluation data for Senior Management.
10. Budgetary responsibility for Queens Academy Programmes including forecasting, budgeting, financial management and reporting.
11. Work with colleagues in Alumni Engagement and Philanthropy (AEP) to promote the programme to potential donors.
12. Management of Pathway programme bursaries and other University Widening Participation Scholarships/Bursaries.

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 and management.
4. Experience of developing targets and evaluating the outputs and impact of activities.
5. Experience of Managing or Supervising staff.
6. Previous experience of managing budgets including financial forecasting and reporting.
7. Knowledge and understanding of widening participation and in particular understanding of the barriers/challenges experienced by young people from Widening Participation backgrounds and groups underrepresented in Higher Education.
8. Excellent ICT skills including word processing, database design and management, and spreadsheets, report writing.
9. An ability to embed best practice and employ research evidence in programme development.
10. Ability to devise and deliver presentation/facilitate events to a wide range of audiences.
11. Excellent communication skills (oral and written) with an ability to communicate with and relate to people at all levels both internally and externally.
12. Strong organisational skills, with a logical and analytical approach to work.
13. Ability to work on own initiative, and 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 residentials.
16. Full clean UK driver's licence and access to own transport or other means to meet the mobility requirements of the post.
17. Complete satisfactory Access NI enhanced disclosure check (and Certificate of Good Conduct, where necessary).

DESIRABLE CRITERIA:

1. Experience of working with young people/adults in a Higher/Further Education Context to widen access.
2. Relevant postgraduate qualification e.g. in youth community work or counselling.
3. Evidence of delivery of positive outcomes.
4. Experience in writing bids for funding with successful outcomes.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to Whitney McAdam at W.McAdam@qub.ac.uk