

Candidate Information

Position:	Outreach Assistant
School/Department:	Civic Engagement and Strategic Communications
Reference:	25/112956
Closing Date:	Monday 10 November 2025
Salary:	£35,136 - £40,316 per annum
Anticipated Interview Date:	Monday 24 November 2025
Duration:	Available until 31 July 2026

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, Junior Academy Sports, 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 traditionally underrepresented in 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 within the Widening Participation Unit.
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, which can be shown to be directly applicable to the responsibilities of this post.
 - Significant relevant experience of working with young people from disadvantaged backgrounds.
 - Delivery of programmes to encourage participation in education and/or raising attainment.
3. Experience of large-scale event planning.

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. Experience of facilitating workshops to maximise to participation.
6. Supervisory experience ability to assign tasks to others and be responsible for ensuring work is completed to required timescales and standards.
7. Delivering presentations to a range of audiences, displaying excellent oral, written and presentation skills, and the ability to communicate and relate to people at all levels both internally and externally.
8. Experience in operational decision-making.
9. Experience of programme evaluation and/or measuring impact.
10. High level of ICT skills including experience of using a range of IT Systems including Microsoft Office software and Canva.
11. Ability to work on own initiative and as part of a team.
12. Required to work flexibly to include occasional weekends, evenings and overnight residentials.
13. Willingness to undergo an Enhanced Access NI Check (and Certificate of Good Conduct where relevant).

DESIRABLE CRITERIA:

1. Experience of engaging young people through sports.
2. Experience of publishing social media posts and maintaining/updating web sites.
3. UK Driver Licence with access to own transport to meet the mobility requirements of the post.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to: Michael Nevin at m.nevin@qub.ac.uk.