

<b>Group Member:</b>		Luminate Group Services	
<b>Job Title:</b>		Access and Participation Officer	
<b>Reports to:</b>		Access and Participation Manager	
<b>Job Grade</b>	LEG C	<b>Department</b>	HE Quality and Standards

### ROLE SUMMARY:

This highly motivated Access and Participation Officer will provide support for access and participation in relation to underrepresented groups, and the delivery of interventions and activity relating to the objectives laid out in the Access and Participation Plans, at Leeds Conservatoire and University Centre Leeds. This will cover the student lifecycle and specifically relate to targets associated with student access, continuation, completion, attainment and progression.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Supporting teams to promote access to and progression in higher education (HE) through a variety of online and face-to-face activity, working towards the achievement of the objectives set in the Access and Participation Plans;
2. Supporting internal relationships across departments and teams to develop, coordinate and monitor in person and online information, advice and guidance to support access and participation in HE;
3. Supporting the HE Student Recruitment team to represent and promote the Luminate Group's HE pathways to both internal and external UK markets through providing knowledge of access and participation barriers and interventions, and taking a particular lead on community and adult learner engagement;
4. Significantly contributing to the design and development of community outreach, identifying potential partners, conducting background research and leading on prospective communications

### CORE RESPONSIBILITIES:

1. Provide guidance, support, and expertise to individuals, helping them develop their skills and knowledge in higher education at both settings and playing a key role in the Access and Participation Mentoring Scheme at University Centre Leeds.
2. Support existing partner/stakeholder relationships to extend the reach of the Access and Participation team and identify new stakeholders in community settings.

3. Uphold and continue to develop the excellent reputation and record of Luminate Education Group with prospective students and their families.
4. Deliver excellent customer service to both our internal and external customers and stakeholders;
5. Contribute to the administration of access and participation activity, including room booking, promotional communications, raising awareness/knowledge exchange, and collation of feedback;
6. Contribute to the development and/or updating of required learning resources and providing key Access and Participation updates to colleagues.
7. Contribute to a programme of access and participation activities, in collaboration with the HE Student Recruitment Team, to external schools and colleges, within the community, and amongst employers and key organisations, and through a varied range of platforms;
8. Support the collation of student feedback, testimonies and case study material for multiple purposes including outreach resources;
9. Contribute to, and maintain the tracking of evaluation and reporting of access and participation activities, supporting the achievement of targets outlined in the Access and Participation Plan, including student numbers, measures of impact and areas for future improvement;
10. Work as part of a team to continually enhance the service;
11. Be prepared to work flexibly, travelling to multiple locations across the region and with frequent evening and some weekend working

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

#### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

#### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

**Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

**Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

**Passion**

*Encouraging all to have aspiration and passion in everything they do.*

**Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Access and Participation Officer
<b>Department</b>	HE Quality and Standards

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Degree or equivalent qualification, or substantial relevant experience	A
D	Q2. A professional qualification in mentoring or coaching, a willingness to pursue one or experience in delivering a mentoring/coaching scheme.	A / I

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. A good understanding of information, advice and guidance issues and barriers to progression to HE for under-represented groups in the UK.	A / I
E	EK2. Experience of working on outreach and/or student support activity.	A / I / T / P / C / MT

E	EK3. Experience of working with students Y7-13, parents, teachers and advisors and other external organisations.	A / I
D	EK4. Experience of effectively utilising online platforms for information and/or promotional activity.	A / I
D	EK5. Knowledge of the schools, further education and higher education sectors, including the variety of qualifications available.	A / I
D	EK6. An interest in working creatively with a range of different services and subject areas within education settings.	A / I
D	EK7. Knowledge and understanding of enterprise & employability skills	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Excellent interpersonal skills which can be adapted to meet the needs of students, colleagues and other partners.	A / I
E	SC2. Excellent written and verbal communication skills, with the ability to work with staff at all levels and provide excellent customer service.	A / I / P
E	SC3. Excellent IT skills, including MS and google packages, including an ability to create resources, presentations and workshops using a range of software and using online platforms	A / I
E	SC4. Excellent organisation skills such as time management, planning, and goal setting	A / I
E	SC5. Ability to make information accessible to internal and external stakeholders at appropriate levels	A / I
E	SC6. Able to work well both as a member of a team and using own initiative	A / I

E	SC7. The ability to manage own workload effectively and flexibly in order to meet deadlines	A / I
E	SC8. Accurate and objective record keeping	A / I
E	SC9. Flexibility and adaptability to travel across the region for session delivery and work frequent evenings and weekends.	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I