

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	University Centre Leeds and Leeds Conservatoire
Core Job Role:	Member of HE Access and Participation Team, within the Quality and Standards Directorate
Job Title:	Access and Participation Officer
Reports to:	WP and Outreach Manager / Access and Participation Manager
Grade	B
Date of compilation:	22/05/24

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:

- 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
- Liaise with, and work collaboratively with, inter- and cross-institution departments and teams to develop, co-ordinate and monitor in person and online information, advice and guidance to support access and participation in HE;
- Represent and promote HE to both internal and external markets, including school, community and employer engagement;
- Liaise with departments across the FE Colleges within Luminate Education Group to promote HE and contribute to the development of activities involving an alliance between FE and HE students;
- Uphold and continue to develop the excellent reputation and record of Luminate Education Group with employers, employees, local, regional and national organisations;
- Deliver excellent customer service to both our internal and external customers and stakeholders;
- Contribute to the administration of access and progression activity, including room booking, promotional communications, raising awareness/knowledge exchange, and collation of feedback;
- Contribute to the development and/or updating of required learning resources.
- Significantly contribute to leading the development and facilitation of outreach activity for potential HE students, using a number of resources and online platforms in response to

stakeholder need

10. Contribute to the creative decision making, organisation, co-ordination, delivery and promotion of a programme of access and participation activities, cross-institution, to external schools and colleges, within the community, and amongst employers and key organisations;
11. Contribute to the recruitment, mentoring and/or co-ordination of HE Student Ambassadors, where appropriate;
12. Co-ordinate the collation of student feedback, testimonies and case study material for multiple purposes including outreach resources;
13. Contribute to, and maintain the tracking of, the evaluation and reporting of access and participation activities, supporting the meeting of targets outlined in the Access and Participation Plan, including student numbers, measures of impact and areas for future improvement;
14. Work as part of a team to continually enhance the service;
15. Be prepared to work flexibly, travelling to multiple locations across the region and with frequent evening and some weekend working;
16. Work as a flexible member of the Access and Participation Team and wider HE Quality and Standards directorate.

CORE RESPONSIBILITIES:

1. Attend and contribute to team meetings, planning days and other departmental staff events, sharing information and best practice.
2. Liaise with external agencies as required.
3. Represent higher education on relevant cross-group committees/forums.
4. Engage in policy development and review activities.
5. Develop and maintain offline and online information and communication, which provides students and staff with access advice, guidance and signposting.
6. Run focus groups and surveys to gather staff, student and other stakeholder feedback to inform planning and development of resources.
7. Participate in open days, student activities, awareness arising events, and enrolment where required, which will involve occasional weekend and evening work.
8. Work flexibly as a member of the Registry team.
9. Provide information and data to enable timely reports to be collated.

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 Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Ownership & performance

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

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

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

Person Specification

Job Title:	Access and Participation Officer
Department	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

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Relevant qualifications up to and including Level 3 e.g. BTEC National, AS level, A Level	A
E	Q2. GCSE English and Maths Grade C/4 or above, or equivalent	A
E	Q3. Degree or equivalent qualification, or substantial relevant experience	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. A good understanding of information, advice and guidance issues and barriers to progression to HE for under-represented groups.	A / I
E	EK2. Experience of working on outreach and/or student support activity.	A / I
D	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

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
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

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
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