

Job Description

Group Member:		Luminate Education Group	
Job Title:		UniConnect Outreach Officer	
Reports to:		Access and Participation Manager	
Job Grade	LEG D	Department	Quality and Standards Directorate

ROLE SUMMARY:

This role is working on and funded by the government funded Uni Connect programme (UC) which is delivered in the West Yorkshire region by Go Higher West Yorkshire (GHWY)

The Outreach Officer will be employed by and based at Leeds Conservatoire who are one of GHWY's Higher Education (HE) Partners. In the role of Outreach Officer you will work:

- Up to 2 days a week based in or allocated to supporting target schools/colleges in West Yorkshire (exact location and days TBC)
- 3 days a week you will work on other UC activity and also be representing your HE institution

SPECIFIC ROLE RESPONSIBILITIES:

1. Arrange, deliver, lead/project manage and evaluate UC outreach activities for eligible learners on behalf of the target school/college and your institution
2. Be the principal contact and champion for the project within Leeds Conservatoire and your target school(s)/college(s) including engaging relevant institution staff e.g. teachers and academics to ensure the success of the project.
3. Communicate programme aims, and manage relationships effectively with learners, parents/carers, UC staff, institution staff, Senior Leadership Team, and delivery partners e.g. other universities, colleges.
4. Carry out all the monitoring and reporting requirements for each institution including updating the Higher Education Access Tracker database (HEAT).
5. Delivery against agreed targets including preparing progress reports and delivery plans as required.

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. Develop and maintain offline and online information and communication, which provides students and staff with access advice, guidance and signposting.

5. Participate in open days, student activities, awareness arising events, and enrolment where required, which will involve occasional weekend and evening work.
6. Provide information and data to enable timely reports to be collated.
7. Any other duties that are specific to the department.
8. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
9. Ability to participate in evening/weekend work as required.

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 relational 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

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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. Degree or equivalent qualification, or substantial relevant experience	A / C
D	Q2. Knowledge of the music and performing arts higher education sector, including audition-based admissions, progression pathways, and the barriers faced by underrepresented learners.	A / I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. A good understanding of the educational aspirations and needs of a range of young people and be able to deliver presentations to this audience and relevant stakeholders e.g. parents/carers.	A / I
E	EK2. Experience of working on outreach and/or student support activity.	A / I
D	EK3. Evidence of success in project management and administration	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to lead, develop, manage, monitor and evaluate events/activities and associated budgets successfully	A / I
E	SC2. Ability to collaborate and engage support for the GHWY Uni Connect programme with a range of key stakeholders including learners, parents/carers, school staff and external stakeholders e.g. employers, in order to achieve results	A / I
E	SC3. Ability to organise own workload and be self-motivated, meet deadlines, work on own initiative with a pro-active attitude to the role.	A / I
E	SC4. Ability to work with a high level of accuracy and attention to detail with a methodical approach.	A / I
D	SC5. Ability to make information accessible to internal and external stakeholders at appropriate levels	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