

## Job Description

<b>Job Title:</b>	Uni Connect (HEP) Outreach Officer
<b>Location:</b>	University Centre
<b>Salary:</b>	SO1 (starting on point 28)
<b>Reports to:</b>	HE WP and Outreach Manager (Line Manager)
<b>Staff responsibilities:</b>	None
<b>Working hours:</b>	37 hours per week (1 FTE)
<b>Probation period:</b>	10 months
<b>Special conditions of the post:</b>	This role will be based at University Centre Leeds (0.6FTE/3 days) within our WP & Outreach Team and will also involve travel to schools, colleges, other universities) and may include some working from home. For the rest of the time (0.4 FTE/2 days), you will be based at a target school in the Leeds, Wakefield or Bradford district (exact location and days TBC)
<b>Safeguarding:</b>	All posts are subject to an enhanced Disclosure and Barring Service check.
<b>Date of compilation:</b>	May 2023

### CORE RESPONSIBILITIES:

1. Arrange, deliver, lead/project manage and evaluate outreach and attainment raising activities/projects for eligible learners on behalf of the target school and your institution
2. 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.
3. Carry out all the monitoring and reporting requirements for each institution including updating the Higher Education Access Tracker database (HEAT).

4. Delivery against agreed targets including preparing progress reports and delivery plans as required.
5. Attend and contribute to the regular UC meetings and Continuous Professional Development (CPD) sessions to share good practice and lessons learned.
6. Ensure appropriate Health and Safety, risk assessment and safeguarding procedures are followed at all times and adhere to institutions' policies/systems as appropriate
7. Have ability and willingness to work on a flexible basis, including efficient travel to locations within West Yorkshire as well as occasional evening/weekend work as required.
8. Be accountable for and monitor project funding and other resources allocated to University Centre Leeds.

#### **DEPARTMENTAL RESPONSIBILITIES:**

1. Address issues, including attainment raising, around progression to higher education for those from groups underrepresented in higher education.
2. Maintain and update management information and data as required for University Centre Leeds for Go Higher West Yorkshire and Office for Students evaluation and review.
3. Be the principal contact and champion for the Uni Connect project within University Centre Leeds; engage academic and other staff in Go Higher West Yorkshire Uni Connect activities and fully support the Partner Agreement.
4. Maintain excellent contact with Go Higher West Yorkshire project staff (based in the GHWY central team at partner institutions or schools/colleges) and other partners (e.g. LEP, community organisations, employers) to progress collaboratively delivered activity involving providing reports and updates as required.
5. Attend meetings and represent University Centre Leeds as necessary at Go Higher West Yorkshire Uni Connect internal and external meetings and events.
6. Develop, monitor and ensure satisfactory progression of the Partner Agreement against agreed targets including preparing progress reports and action plans as required.
7. Develop and support Go Higher West Yorkshire events and activities within the Target Wards and support Go Higher West Yorkshire activities generally.
8. Develop and maintain links in University Centre Leeds' target communities, particularly with parents and carers of the Uni Connect cohort.

9. Effectively communicate with all stakeholders, Go Higher West Yorkshire staff and other delivery partners to ensure the success of the project and support the participants into Higher Education.
10. As necessary, maintain contact, support, counsel and advise the identified learners and generally ensure their satisfactory engagement and progression within the programme.

**COLLEGE RESPONSIBILITIES:**

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

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<b>Compiled By:</b>	Luminate Education Group
<b>Compilation Date:</b>	May 2023



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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

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Degree or equivalent substantial work experience	A / C
E	Q2. Level 2 in English and Maths	A / C
D	Q3. Full driving licence access to own vehicle for business use.	A / I
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Empathy with and understanding of, the ethos and purpose of the Uni Connect project, and how to promote it with a range of key stakeholders, pupil parents/carers and staff.	A / I

E	EK2. A good track record of successfully supporting pupils to aspire to and access higher education (HE).	A / I
E	EK3. A good understanding of the educational aspirations and needs of a range of young people and adults.	A / I
E	EK4. Evidence of success in achieving results through liaison, collaboration and negotiation with individuals and agencies.	A / I
E	EK5. Experience developing, managing, monitoring and evaluating events, activities and associated budgets successfully.	A / I
D	EK6. Experience working to enthuse and engage others	A / I
D	EK7. Evidence of success in project management and administration.	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Ability to problem solve and plan ahead.	A / I
E	SC2. Ability to work effectively in teams.	A / I
E	SC3. Ability to work on own initiative with a proactive attitude to the role and ability to work under pressure and remain calm in stressful situations.	A / I
E	SC4. Working knowledge of Microsoft Office Word, Excel, and PowerPoint.	A / I
E	SC5. Ability and willingness to work on a flexible basis, including efficient travel to locations within West Yorkshire as well as occasional evening/weekend work as required.	A / I

**Behavioural, Values and Ethos**

<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Commitment to the College's support and promotion of Equality and Diversity	I
E	B2. Committed to child protection and the promotion of a safe environment for children and young people to learn in	I
E	B3. Commitment and awareness to the Prevent agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I