

Human Resources

Job Description

Position details:

Job Title:	Aspire to HE - Outreach Officer
Department:	Marketing
Reporting To:	Aspire to HE – Project Manager
Pay Scale:	Fixed Point 19
Salary:	£21,258 per annum
Status:	Fixed Term until July 2019
Working Hours:	37 hours per week

Overview of Job:

- You will be responsible for the delivery of inspirational, high quality outreach programmes and events that demonstrate high value impact for our students involved in the National Collaborative Outreach Programme (NCOP), Aspire to HE Project.
- Under the direction of the Aspire to HE – Project Manager, you will contribute to the delivery of a customer-focused, cost-effective and efficient collaborative outreach provision.
- Working alongside the marketing colleagues to promote positive leaver destinations for our students including the Higher Education study offered by Walsall College and other institutions. Also, working in partnership with our college Student Union and Information and Guidance Team (IAG) in order to promote and support our wider college outreach provision.

Key Responsibilities and Accountabilities:

- Delivery of innovative programmes and events for our Level 3 students at Walsall College, with a specific focus on students from NCOP wards.
- Understand the NCOP target audiences for the Aspire to HE project.
- To provide 1:1 student careers interviews, assess interests, abilities and achievements, review options and realistic planning for action (including advocacy where necessary)
- To liaise with external organisations, guest speakers and alumni to complement the project's programme and events to support our students
- To deliver assemblies, talks, tutorials and group work as required
- Help organise and attend external visits that will provide students with quality experiences to support their future progression

- To liaise with other Aspire to HE college partners, central Aspire to HE team. Attend meetings where required.
- Regular reporting of activity and escalation of any issues which require support to the Aspire to HE – Project Manager
- To minimize the barriers students face in accessing Higher Education, by providing support and guidance to students and their families in making an informed and ambitious decision regarding their future.
- Communicating programme/event information to participants, their teachers and parents/carers
- Securing support from Curriculum Managers, Tutors and Departments of the college.
- Maintaining an accurate record of programme/event attendees, and their outcomes. Using excel and an online database platform called HEAT (Higher Education Access Tracker).
- Capture information related to case studies and success stories that can be used to create Aspire to HE content.
- Provide support for wider college and schools outreach activities at peak times, such as the Open Days and Enrolment.
- Any other duties reasonably required.

Mandatory Requirements:

- **Other Duties** – To carry out any other duties which may be reasonably determined from time to time and during peak times by the Corporation or Line Manager.
- **Commitment to Safeguarding** - Safeguard the wellbeing of students, including responsibility for reporting concerns to the College Safeguarding Team.
- **Commitment to the Prevent Duty** – To prevent students and staff from being drawn into terrorism, including responsibility for reporting concerns to the College Safeguarding Team.
- **Disclose & Barring Service (DBS) Check** - All staff will be required to have an enhanced DBS check, formally known as CRB check.
- **Commitment to Equality and Diversity** - To comply with the requirements of the College's Equality & Diversity Policy and to promote Equality & Diversity in all activities, including responsibility for reporting concerns to the College's E&D Operational Group.
- **General Data Protection Regulations (GDPR)** – To comply with GDPR legislation and requirements.
- **Health and Safety** - To comply with the requirements of the Health and Safety at Work Act 1974. To fulfil your duties in accordance with College Health & Safety policy and procedures.
- **Continued Professional Development (CPD)** – To be committed to their own continuous professional development.
- **Code of Conduct** – Demonstrate at all times a commitment to the College's values and Code of Conduct.

Attribute	Criteria	Essential / Desirable
Core Competences	Always considers the impact of decisions on the student.	Essential
	Anticipates issues/obstacles and potential problems, analyses as appropriate and takes necessary action.	Essential
	Keeps appropriate records as required and ensures integrity of information.	Essential
	Committed to supporting young people reach their full potential.	Essential
	Sets and meets deadlines.	Essential
	Uses resources effectively and looks for ways to improve efficiency and effectiveness.	Essential
	Encourages creativity in team meetings.	Essential
	Actively builds relationships and networks in order to achieve individual, team and organisational objectives.	Essential
	Remains calm in the face of problems and work pressures. Exerts calming influence over others.	Essential
Experience	Experience of co-ordinating and delivering events and programmes to a wide range of individuals and groups.	Essential
	Knowledge of issues currently affecting young people and adults.	Essential
	Administrative experience of working as a part of a team in an office-based environment.	Essential
	Experience of widening participation/outreach/recruitment work in an education setting.	Essential
	High degree of accuracy in data management and presentation.	Essential
	Experience of working within a Higher Education and/or Further Education College.	Desirable
	Writing schemes of work and lesson plans for the delivery of group work.	Desirable
	Management of projects.	Desirable
Skills and Abilities	Ability to work independently and as a part of a team.	Essential
	Innovative and motivational approach to delivery of programmes and events for young people.	Essential
	Excellent IT skills (Word, Excel, PowerPoint, Access and email).	Essential
	An understanding of marketing techniques and an interest in new ways of engaging with a young people.	Essential
	Positive, enthusiastic, full of ideas, and keen to encourage others.	Essential
	Must be highly motivated and able to motivate others.	Essential
	Excellent communicator, able to present oral and written reports to audiences at different levels.	Essential
	Ability to plan, manage and prioritise own workload and that of others with the ability to see things through to fruition.	Essential
	Approachable and able to work with a wide range of people.	Essential
Qualifications	Educated to degree level or equivalent qualification.	Essential
	Professional qualification in Careers Information, Advice and Guidance qualification.	Desirable