

POST TITLE: THE WESSEX INSPIRATION NETWORK (WIN) OUTREACH
HUB CO-ORDINATOR (50%) (FIXED TERM UNTIL JULY 2022)

POST NUMBER: WREQ2879

GRADE: MANAGEMENT SPINE

Bath, Weston and Wiltshire National Collaborative Outreach Programme (NCOP)

JOB PURPOSE

The Wessex Inspiration Network (WIN) is one of the National Collaborative Outreach Programme (NCOP) Consortia being funded by the Office for Students (OfS). Its aim is to increase progression to higher education in areas where fewer than average numbers of qualified young people continue on to further study.

The successful candidate will be expected to have a working knowledge of school and college structures and, educational options post-18 and financial support.

DUTIES AND RESPONSIBILITIES

- To develop and coordinate a local offer to help support progression into university-level study and good quality opportunities in the labour market including apprenticeships. This will include planning and delivering aspiration raising activities including 1:1 sessions and group work, information and advice, residentials, off site visits to partners and local employers, extra-curricular activities and events for specific groups (for example BME and white males) and individual mentoring.
- Liaise effectively with and meet the information needs and requirements of the target group and other relevant partners / agencies including local schools, making sure you build effective relationships with these schools and partners.
- Provide accurate and up to date information to young people and their families about the full range of opportunities and associated funding options to support positive decision making, and offer support with complex application including funding.
- Produce a robust plan of support for their learners progressing to HE, ensuring a tailored and needs-led approach is delivered, working with the necessary staff and support networks.
- To identify and facilitate effective ways of engaging parents and support networks to raise their awareness to the benefits of higher education.

JOB DESCRIPTION

- Work with all Higher Education (HE) curriculum leads to promote and deliver projects which raise the profile of their area that promote opportunities within the local area in regards to HE, increasing applications and progression.
- Build working relationships with identified outreach partners such as local authorities, LEP's, National Citizens Service, Careers Enterprise Council and local employers.
- Assist the WIN Project Manager in developing/managing a working group of partners for the outreach hub as part of the overall governance structure of the WIN. To facilitate quarterly meetings of the working group, providing information and reports to the meetings.
- Work across the Weston-super-Mare area in facilitating contact between partner outreach activity and the schools/colleges in the region.
- Maintain contact and liaise effectively with partners to ensure that their outreach activities details are accurate and up to date. Ensure that the details are published on the WIN website.
- To be responsible for ensuring accurate records are kept of activity using WIN systems. Under the guidance of the WIN Evaluation Officer, facilitate the monitoring and evaluation of the outreach programme.
- You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all university policies and procedures at all times and take account of university guidance.

GENERIC DUTIES

In addition to the tasks outlined above, all members of the team are required:

- To complete all associated organisation and administrative work.
- To assist in the management of appropriate administrative systems which meet College requirements and implement action of College policies, e.g. Health and Safety.
- To participate in both internal and external staff development as appropriate.
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health and Safety Procedure.
- To be prepared to operate on a flexible year as required. Members of the team will be expected to work out of normal working hours as required by the job.

JOB DESCRIPTION

- Complying with Information Security requirements, in line with Weston College policy.
- To undertake such other duties as may be reasonably required commensurate with the grade of the post.

SPECIAL CONDITIONS

The post holder will be expected to:

- Attend meetings and events outside normal working hours.
- Undertake an enhanced level Disclosure and Barring check.
- Be prepared to travel to and work outside the university.
- Hold a current UK driving licence.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibility.

SUPERVISION RECEIVED

The post holder will be line managed by the Academic Registrar.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine, Points H-B: £13,165.00 – £16,281.50 per annum.

HOURS

Hours of attendance: 18.5 hours per week.

Annual Leave: 159.25 hours per annum inclusive of statutory Bank Holidays.

JOB DESCRIPTION

Due to the nature of this post, a flexible working approach is required with evenings and occasional weekend work, along with occasional overnight stays to meet the demands of the post.

The College reserves the right to direct up to 5 days of the annual year entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent) including English Language and Mathematics. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
UK degree or equivalent.		✓
Qualification / Experience in Advice & Guidance.		✓
Good IT skills.	✓	
Highly Motivated.	✓	
Excellent organisational skills.	✓	
Ability to work to specific objectives and targets by planning and implementing their own work schedules without close supervision.	✓	
Excellent interpersonal skills at all levels but with particular experience in working with and building effective relationships with young people.	✓	
Ability to work as part of a team and network with partner agencies.	✓	
Excellent written and oral communication skills.	✓	
Able to provide effective mentoring to young people and work setting SMART targets to aid progression.	✓	
Goal driven and committed to achieving and maintaining high standards.	✓	
Experience of delivering group work and making presentations to a wide range of audiences.	✓	
Professional in approach and conduct.	✓	
Be able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults and the understanding around the requirements of the prevent agenda.	✓	