



## **JOB DESCRIPTION**

<b>Post:</b>	<b>OUTREACH OFFICER South West National Collaborative Outreach Programme</b>
<b>Responsible to:</b>	SWNCOP Institutional Representative
<b>Salary:</b>	Fixed Point 23 £21,576 per annum 37 Hours Per week Fixed term until 31 July 2021
<b>Conditions of Service:</b>	Truro and Penwith College
<b>Main Purpose of Job:</b>	<p>Under the direction of SWNCOP Truro and Penwith College Representative and the South West National Collaborative Outreach Programme (SWNCOP) County Team Leader, the role holder contributes to the delivery of a customer-focused, cost-effective and efficient collaborative outreach service. As a member of the extended SWNCOP team, known as Next Steps South West (NSSW), the role holder is responsible for working within Truro and Penwith College to maximise institutional contribution to the programme and ensure collaboration across the consortium.</p> <p>The National Collaborative Outreach Programme seeks to improve awareness of, and access to, Higher Education for target groups in accordance with requirements from the Office for Students (OfS).</p> <p>In collaboration with a range of internal and external stakeholders in Devon, Cornwall and Somerset, the role holder works with potential students and those who influence them in making a well-informed choice of university and programme, through delivery of events, activities and new initiatives.</p>



**Specific Duties:**

Contributes to the delivery of an effective and flexible outreach service, offering support, training and guidance as appropriate, taking strategic direction from the central SWNCOP team.

Liaises with the central SWNCOP team for guidance on marketing communications, financial reporting and evaluation to process and issue information, correspondence and documentation in line with the SWNCOP service.

Attends SWNCOP training and information events.

Is fully conversant with Truro and Penwith College operating processes to enable autonomous working

Contributes institution-specific information for the SWNCOP website.

Contributes to the delivery of SWNCOP core projects.

Works with the Truro and Penwith College Student Ambassador Coordinator to coordinate the use of student ambassadors at NSSW activities.

Works across partner institutions to deliver collaborative activities particularly in FE colleges and schools year 12 and 13.

Liaises with and supports SWNCOP contacts in schools.

Increases attendance of SWNCOP target students at institutional events such as Open Days.

Engages with counterparts in other SWNCOP partner institutions to gain familiarity with other Consortium institutions and to share best practice.

Contributes to the development and delivery of institution-based consortium materials and events specifically tailored to NCOP targeting.

Organises meetings, visits and events, coordinating calendars, paperwork, facilities and associated arrangements so that activities run smoothly.

Prioritises and makes task-related decisions within designated activities.

Works with the Institutional Lead for NSSW and the NSSW team at Truro and Penwith College to strategically manage the project internally and externally.

Ensures all activities undertaken are in compliance with the institution's Safety Policy.



Acts in a way that demonstrates the institution's commitment to Equality and Diversity for staff, students and partners

**Measures of Success:**

Successful delivery of key objectives and performance indicators agreed by the South West National Collaborative Outreach Programme and Office for Students.

**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

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



## **PERSON SPECIFICATION: OUTREACH OFFICER**

Ideally, the person appointed will have the following skills and experience:

### **Knowledge, Education & Training:**

- Hold a teaching qualification
- Numeracy and literacy at secondary education level (or equivalent demonstrable experience)
- Educational attainment at further education level (or demonstrable equivalent experience)
- Good working knowledge of relevant Microsoft Office software

### **Experience:**

- Working with the target age group or within a higher education or further education environment
- online and face to face delivery
- Office administration
- Planning, organising and running events
- Working as part of a team
- Project management
- Delivery of training and/or workshops to small and large audiences of adults and to the target age group

### **Skills:**

- Effective verbal and written communication skills including presentational skills
- Placing a continuous emphasis on internal and external customer satisfaction
- Data and financial reporting
- Ability to work effectively as part of a team and independently
- Ability to build relationships with a diverse range of stakeholders

### **Plymouth University's Behaviours:**

- Demonstrates Self-Leadership
- Develops self and others to deliver
- Leads and operates effectively in times of change and ambiguity
- Builds and secures value from relationships
- Drives innovation and action
- Creates and contributes to a shared vision
- Demonstrates sound business judgement

### **Special Conditions:**

- There will be a requirement to work weekends and evenings when specified which includes supporting events and activities
- There will be a requirement to travel and work away from campus
- There is a requirement to attend meetings and events at locations not easily accessible using public transport

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.