

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Higher Education Engagement Officer
<b>GRADE:</b>	Harmonised Salary Scale Point 22 - 25
<b>WORK ARRANGEMENTS:</b>	37 hours per week/52 weeks per year
<b>DEPARTMENT:</b>	Brand and Communications
<b>RESPONSIBLE TO:</b>	Engagement Team Leader
<b>RESPONSIBLE FOR:</b>	Raising the awareness of higher education study and assisting learners amongst identified postcodes, to overcome particular barriers or disadvantage to engage with higher education.

## **PURPOSE OF THE POST**

The post holder will:

1. Promote higher education throughout the college community.
2. Support college students with particular barriers or disadvantages to engage with higher education.
3. Promote wide-ranging opportunities in higher education including higher apprenticeships, and support with UCAS/application-related advice and guidance.

## **DUTIES AND RESPONSIBILITIES**

1. Work effectively with college students to engage them in activities relating to higher education.
2. Develop a network of contacts in curriculum areas throughout the college.
3. Design and develop high quality resources and sessions for use in team delivery.
4. Deliver presentations and interactive activities that will help college students understand about higher education and what it can offer.
5. Work with identified individuals to help them consider higher education both internally and externally, through different engagement activities (such as 121, mentoring and presentation delivery).
6. Collaboratively work as a team to organise internal events that raise awareness of higher education with the aim of increasing recruitment.
7. Provide accurate and robust information for students through a variety of engagement activities.
8. Represent the DANCOP and college brand at relevant meetings and forums.
9. Engage with college students across a wide variety of activities to ensure high quality provision and information is provided at all times.

10. Be responsible for ensuring all activities are monitored and evaluated and that all the required data is collected and captured on relevant systems, liaising with the HE Support Officer and team leader at all times.
11. Be responsible for the regular inputting and updating of relevant data systems that enable the project to be monitored including the EMWREP database (East Midlands Widening Participation Research and Evaluation Partnership) liaising with the HE Support Officer and Team leader at all times.
12. Liaise with external funding organisations or providers of higher education to share information and promote the college.
13. Collaboratively work as a team on specific projects or activities in relation to higher education.
14. Contribute to quality assurance practices and be accountable for all activities undertaken.

## **GENERAL**

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

## Person Specification

<b>Post:</b>	Higher Education Engagement Officer	<b>Department:</b>	Brand and Communications
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<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
Level 4 or above	<b>E</b>	<b>A</b>
Level 2 English and maths	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Working as part of a team showing high level inter-personal skills	<b>E</b>	<b>A/I</b>
Presenting to groups of people and facilitating activities	<b>E</b>	<b>A/I</b>
Organising events involving large groups of people	<b>E</b>	<b>A/I</b>
Taking on challenges and being successful	<b>E</b>	<b>A/I</b>
Demonstrable experience of working with young adults or learner groups.	<b>D</b>	<b>A/I</b>
Raising the aspiration of others or assisting those learners that face barriers to success.	<b>D</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Highly effective communication skills.	<b>E</b>	<b>A/I</b>
Good organisational skills and the ability to work to schedules and deadlines.	<b>E</b>	<b>A/I</b>
Ability to work in diverse and changing environments.	<b>E</b>	<b>A/I</b>
Resilient and able to identify own areas for improvement.	<b>E</b>	<b>A/I</b>
Excellent organisational skills.	<b>E</b>	<b>A/I</b>
Preparing presentation materials with accuracy and attention to detail.	<b>E</b>	<b>A/I</b>
Ability to keep clear and concise records.	<b>D</b>	<b>A/I</b>
Ability to collect data and research with a view to presenting reports.	<b>D</b>	<b>A/I</b>
<b>Qualities:</b>		
Creative and positive with a demonstrable strong interest in education	<b>E</b>	<b>A/I</b>
Ability to be successful when working independently	<b>E</b>	<b>A/I</b>
A definite interest in education and the benefit of passing on information, knowledge and understanding	<b>E</b>	<b>I</b>
Personal awareness and a passion for professional achievement	<b>D</b>	<b>I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children and Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Full commitment to equal opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

**E = Essential      D = Desirable      A = Application      I = Interview      T = Test**

<b>Produced by:</b>	Daniel Laverick	<b>Date Produced:</b>	September 2021
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