

JOB DESCRIPTION

POST TITLE: THE WESSEX INSPIRATION NETWORK (WIN) OUTREACH
HUB CO-ORDINATOR (50%) (FIXED TERM UNTIL JULY 2021)

POST NUMBER: WREQ2095

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.

Phase 2 of the project (Aug 2019 to July 2021) will see the continuation of the work already undertaken with students from postcodes across bath, Weston-Super-Mare and Wiltshire. The development of an outreach hub through the WIN is a key aspect of phase 2 and is intended to coordinate and signpost the aspiration-raising activities that are being organised across the region to inspire potential students from under-represented postcodes to participate in higher education.

This is a responsible position, which involves dealing with a wide range of issues, sometimes of a highly confidential nature and interaction with various partner organisations of the WIN.

The person appointed to this post will report to the WIN project manager and will be expected to engage and work with a number of partners who will be part of the outreach hub. The postholder will be working in a busy environment and will be member of the WIN central team.

This is a 50% fixed term contract to July 2021 in the first instance and will cover the Weston-Super-Mare area.

DUTIES AND RESPONSIBILITIES

- Develop/manage a working group of partners for the outreach hub as part of the overall governance structure of the win in association with the WIN project manager.
- Act as the key point of contact for the outreach hub and facilitate quarterly meetings of the working group, providing information and reports to the meetings.

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- Contribute to the WIN governance structure through providing regular reports to the operational management group and win board on levels of activity and progress against any targets.
- Responsible for the development and production of publicity material to the hub schools and partners/stakeholders in the bath and Wiltshire area.
- Build and develop working relationships with identified outreach partners such as local authorities, LEP's, national citizens service, careers enterprise council and local employers.
- Liaise and communicate effectively with staff of all levels, including senior management, from a range of organisations.
- Work across the bath and Wiltshire area in facilitating contact between partner outreach activity and the schools/colleges in the region. Will engage with partner organisations both in person and a variety of communication channels, e.g. Skype.
- Work closely with the network of win he advisors in the schools and colleges to provide them with details of the hub partner outreach activities. Contribute to the development of learning resources to support outreach activities with the hub schools, working closely with the win project officers in the preparation of material.
- 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.
- Maintain an overview of all activities to ensure that they meet the original requirement and report back to the win partner working group on the uptake and effectiveness of the activities.
- Under the guidance of the WIN evaluation officer, facilitate the monitoring and evaluation of the work of the outreach hub programme. Will assist with the collection and analysis of evaluation data related to WIN outreach hub activities and events.
- Support the WIN central team in the production of any monitoring and evaluation reports required as part of the returns to the OFS.
- 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.
- 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.

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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: £13,034.00 – £16,120.00 per annum.

HOURS

Hours of attendance: 18.5 hours per week.

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

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.		✓
Recent experience in the coordination and delivery of events for young people in an educational setting.	✓	
Experience and understanding of collaborative working across a number of agencies.	✓	
Experience of project delivery.	✓	
Direct experience of the organisation and delivery of widening participation activities in school and/or higher education setting.	✓	
Excellent interpersonal, verbal and written communication skills, including the ability to engage appropriately with a wide range of partners and stakeholders.	✓	
Excellent organisation skills, including the ability to prioritise tasks and work to deadlines.	✓	
Able to work both as a team player and independently.	✓	
Knowledge of current issues within higher education, especially those concerned with widening access and participation.	✓	
Able to demonstrate a sound knowledge of the aims of widening participation and a good understanding of the barriers and difficulties faced by groups who are under-represented in higher education.	✓	
The capacity to build and maintain strong working relationships and work as part of a team.	✓	
A flexible approach to work with an ethos focusing upon getting the job done.	✓	
Able and willing to work unsupervised and to organise and prioritise own workload, with a knowledge of when to ask for help.	✓	

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EFFECTIVE BEHAVIOURS FRAMEWORK

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.