Job Description

Post:	**Graduate Advisor – GM Higher NCOP Programme**
Salary Grade:	**Band 7 (£19,383-£22,047 per annum) Subject to Job Evaluation**
Responsible to:	**Head of Services to Learners**

Key Purpose:

1	To support target learners in schools and colleges to raise increase their awareness of and readiness for Higher Education. To be a role model for pupils in the area, advocating the benefits of Higher Education.

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	To support target learners in schools and colleges to raise their awareness of Higher Education
b	To be a role model for pupils in the area, advocating the benefits of Higher Education
c	To liaise with staff in target schools and colleges to increase their engagement in and awareness of the GM Higher NCOP programme
d	To work within designated schools and colleges to support target pupils, through group work and one to one support, as required by the institution.
e	To be an advocate for Higher Education within the college and encourage engagement in activities organised through Greater Manchester Higher.
f	To be a first point of contact within the Hub for enquiries in person and by telephone, e-mail and external post about a range of matters relating to the Greater Manchester Higher programme

h	To deal appropriately and sensitively with requests for information, advice and guidance from pupils, teachers, colleagues and others, where necessary referring them on to other members of the team
i	To assist with the preparation and distribution of publicity literature relating to the activities, events and services offered, and supporting the updating of online materials.
j	To identify and pursue opportunities for developing and improving first-level advice and guidance.
k	To organise, plan and deliver events and activities, within local schools and colleges, to meet targets as agreed with the Hub manager, liaising as necessary with the relevant colleagues and external partners.
l	To take responsibility for the designing and production of information and resources, including delivery materials for use on events.
m	To manage own workload and proactively engage with college staff to identify opportunities to support the delivery of the key objectives of the collaborative programme.
n	To make a positive contribution to the work of the Hub team to help maintain a professional team approach.
o	To be proactive in supporting other members the Greater Manchester Higher team, both within the Hub and in the wider team.
p	To provide advice and guidance to new members of staff in relation to shared areas of work.
q	To take particular responsibility for defined areas of work, and also to work flexibly to achieve team objectives by assisting others and working collaboratively to complete tasks and projects.
r	To maintain and produce statistical data required to demonstrate the impact and reach of the programme
s	To support the evaluation of activities and tracking of learners, ensuring appropriate processes and procedures are followed to adhere to data protection regulations
t	To assist in the maintenance and development of databases and systems which are used to support the activity of the Greater Manchester Higher programme
u	Provide administrative support to the team to enable the smooth running of events and be a first point of contact for queries.
v	To undertake the servicing of committees and working groups as required.
w	To undertake relevant staff development across the range of functions within the host institution
x	To participate in relevant groups and networks, contributing to the successful development of the programme

y	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Person Specification -

		Essential	Evidence	Desirable	Evidence
Qualification	1	Higher Education qualification (such as a degree, HND or Foundation Degree)	Certificate		Certificate
	2	Literacy Level 2	Certificate		
	3	Numeracy Level 2	Certificate		
	4	IT Level 2	Certificate		
Professional Development	5	Evidence of ongoing professional development	Application		
Experience	6	Experience of providing advice and guidance to school or college pupils	Application/ Interview		
	7	Experience of dealing with confidential and sensitive information	Application/ Interview		
	8	Experience of working with and making presentations to young people	Application/ Interview		
	9	Experience of dealing with a wide range of enquiries and requests from within an organisation and outside	Application/ Interview		
Knowledge	10	Knowledge of the routes into Higher Education	Application/ Interview		

Skills/ Qualities	11 Excellent interpersonal, communication and organisational skills. 12 Ability co-ordinate and motivate staff 13 Good negotiating skills 14 Ability to work on own initiative. 15 High level communication skills – oral, written and IT – including ability to confidently deliver presentations 16 Excellent organisational skills 17 Good interpersonal skills 18 Able to keep calm in difficult situations 19 Able to work effectively and efficiently 20 Ability to build good relationships with students, staff and suppliers 21 Flexible approach to work	Application/ Interview Application/ Interview		
Other	22 Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults 23 Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance 24 DBS Check acceptable to college will be undertaken for successful applicant 25 You must be willing to travel across the region and attend meetings and events across Greater Manchester	Application/ Interview Application/ Interview Appointment Application/ Interview		