NCOP Aspiration Officer

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| **Qualifications** | * Maths and English GCSE (or equivalent) at Grade C or above. * A full, clean driving license. |  | * Application * References |
| **Knowledge and skills** | * Empathy with and understanding of the ethos and purpose of the National Collaborative Outreach Programme project and a demonstrable commitment to widening participation in HE. * Excellent organisational, communication and interpersonal skills. * The ability to enthuse and engage support for the Go Higher West Yorkshire NCOP programme with a range of key stakeholders, including pupil parents / carers / guardians and school / academy / college staff. * A flexible approach to working with the ability to work under pressure and remain calm in stressful situations. * Ability to work effectively in teams and on your own initiative. * Excellent written and spoken English, including the ability to produce written reports, for example, contribution to HEFCE’s twice-yearly updates on our progress against project plans, objectives and milestones. * Competency in the Microsoft Office suite of applications, particularly Word for producing reports and Excel for managing data. * Have undertaken or be willing to undertake child protection training. * Knowledge of the social, emotional and mental health needs of young people. * Good ICT skills * An excellent understanding of Positive Discipline. |  | * Application * References * Interview and practical activities |
| **Experience** | * Experience supporting students to overcome personal barriers to academic success. * Proven ability to engage with and motivate young people (specifically within the age group 13 – 19). * Knowledge and experience of the UK higher education system, with detailed knowledge of processes and procedures of HE entry and progression routes. * Evidence of success in project management and administration. | * Appropriate professional qualifications/experience in teaching, learner support or youth work practice. * Experience of providing support to pupils aspiring to HE. * Recent experience working in a secondary school. | * Application * References * Interview and practical activities |
| **Continuous Professional Development** | * Evidence of commitment to continuing professional development. |  | * Application |
| **Personal Qualities** | * A passion for education and making a difference. * Excellent communicator. * Effective team member. * Drive and determination. * Ambition. * Energy, enthusiasm, sense of humour. * Willingness to contribute to the wider life of the Academy. |  | * Application * References * Interview and practical activities |