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
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| **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
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| **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
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| **Continuous Professional Development** | * Evidence of commitment to continuing professional development.
 |  | * Application
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| **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
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