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| Post title: | **SUN Progression Mentor –** |
| Posts responsible to: | Marie McGee-Careers and Progression –Co-ordinator |
| Post base: | Highbury College |
| Post Grade/Level & Salary: | £24-27k |
| Contract type: | Full-time, fixed term contract until 31 July 2019 |

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| Job purpose |
| The Southern Universities Network (SUN) comprises a number of higher education providers, further education colleges, schools, and other organisations in Dorset, Hampshire and the Isle of Wight. It is part of the [National Collaborative Outreach Programme (NCOP)](http://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/national-collaborative-outreach-programme-ncop/)initiative. Funded by the Office for Students, NCOP aims to increase the number of young people from disadvantaged backgrounds in Higher Education by 2020.  This post will see the successful candidate based at Highbury College and working under the overall direction of the Careers and Progression Co-ordinator with regular liaison with SUN Further Education Project Leaders within the SUN Central team at the University of Southampton.  The post-holder will be responsible for leading and developing the college’s engagement in the NCOP. The post-holder will act as the point of contact for targeted students, working with them on a 1-2-1/small-group basis, to enable them to realise their aspirations, supporting their social and academic progress through to level 4 study, and encourage students to engage in local and national education and employment initiatives.  The post-holder will work with staff within Highbury College to raise the profile of SUN and NCOP and will work with colleagues to submit funding bids to develop their own SUN-funded, NCOP-focused projects.  The post-holder will work closely with Highbury College staff to support the development and implementation of a project programme that supports the overall aims of the NCOP. This will also require the post-holder to draw together resources from individual partners, training providers, third sector organisations, LEPs and employers to create subject/industry-specific opportunities spanning education and employment.  Due to the terms and conditions associated with the funding of the National Collaborative Outreach Programme, the post-holder’s sole responsibility is to contribute to the work of the Southern Universities Network and not to undertake any recruitment, outreach or marketing activity on behalf of Highbury College. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To act as the point of contact for identified targeted students within Highbury College. Provide small group and/or 1-2-1 mentoring and support to enable them to participate in education and employment initiatives offered by SUN, partner HEIs, further education colleges, training providers, charities and employers.  Provide support to students making applications to further study including applications for level 3 and level 4 courses (including apprenticeship pathways). | 35 |
|  | To act as the point of contact for the Southern Universities Network to ensure a strategic and collaborative approach to NCOP.  Work with Highbury College data to identity target students. Interrogate available data to ascertain trends, opportunities and suggest improvements to activity delivery.  Facilitate SUN-led interventions and programmes within Highbury College, ensuring activity is targeted and delivered to target students. | 15 |
|  | To proactively build and maintain relationships with key members of staff within  Highbury College in order to raise the profile of the programme and the opportunities available. To provide support for colleagues to develop and submit project proposals that align with NCOP aims and objectives, monitor the project’s key outcomes, using the SUN evaluation framework and provide operational support where necessary to enable projects to complete successfully. To identify and co-ordinate CPD opportunities for Highbury College staff. | 15 |
|  | Create and deliver presentations and workshops to college students and their key influencers about all progression opportunities. Lead on the development of activities, programmes and events to support the aims and objectives of NCOP. Work with colleagues to ensure new activities aligns with, and complements, existing college activities around progression. | 15 |
|  | Liaise with partner institution, local employers, councils and charities as appropriate to identify opportunities for Highbury College students. | 5 |
|  | To produce regular reports on the productivity and standard of events, activities and projects to ensure high quality and effectiveness. To work closely with the SUN Evaluation team to implement network strategies to monitor and evaluate projects and NCOP activity at Highbury College. | 5 |
|  | Maintain accurate records of events, students and activity costs, and work closely with the SUN Monitoring and Evaluation team and Highbury College finance teams to ensure that these are appropriately collated. | 5 |
|  | To represent Highbury College at external meetings as appropriate. Attend meetings with SUN FE Project Leaders and staff in similar roles within Further Education Colleges across the region. Share best practice with the group, identify opportunities for collaborative activity and contribute to the SUN post-16 engagement strategy. | 5 |
|  | Develop and manage relationships with a small number of local NCOP schools – deliver appropriately targeted portfolio of outreach activities for schools. |  |

| Internal and external relationships |
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| Active collaboration with SUN Project Leaders based at SUN partner institutions.  Academic and professional staff within Highbury College .  Communication and collaboration with external partners including teachers, prospective students, parents/carers, schools, colleges, local authorities, Education Business Partnerships, Local Enterprise Partnerships, and third sector groups. |

| Special Requirements |
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| Capacity to work such hours as are required during peak times (school/college term time), including occasional evenings  Flexibility to take leave outside peak periods.  Required to undertake an Enhanced Disclosure and Barring Service (DBS) check.  Due to the terms and conditions associated with the funding of the National Collaborative Outreach Programme, the post-holder’s sole responsibility is to contribute to the work of the Southern Universities Network and not to undertake any recruitment, outreach or marketing activity on behalf of Highbury College. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification  Comprehensive knowledge of the secondary, tertiary and higher education sectors  Significant experience of working with young people in an educational environment  An understanding of the widening participation agenda with regard to schools, further and higher education  Proven experience of developing and producing high quality resources  Successful experience of giving presentations to large groups | Postgraduate qualification in Education or related field  Professional qualification related to working with children or young people e.g. Teaching, Information Advice and Guidance  Knowledge of the apprenticeship landscape | Application, interview and presentation |
| Planning and organising | Proven experience in organising and scheduling events, activities and resources.  Ability to set aims and objectives, plan and monitor own workload and establish time-lines and consistently review delivery against objectives  Well-developed administrative and organisational skills with excellent attention to detail |  | Application, interview and references |
| Problem solving and initiative | Proven ability to analyse issues and break them down into component parts. Make systematic and rational judgements based on relevant information  Ability to seek and collate feedback and data from activities, analyse key findings and summarise recommendations for senior staff  Creative and innovative approach to problem solving, strategic thinking and long-term planning |  | Application, interview and references |
| Management and teamwork | Experience in setting clear objectives both in terms of own workload.  Ability to be flexible and adaptable in the approach to work routines; and to be able to readily accept changes in the way a function or job changes. |  | Application, interview and references |
| Communicating and influencing | Effective partnership working and interpersonal skills are essential including:  Excellent interpersonal skills, formally and informally, with a wide range of stakeholders internal and external to XXXX and the network  Ability to draft written reports, presentations and reports in a clear way that addresses key issues in a succinct manner  Ability to motivate and communicate well with young people and convey accurate information to a range in an appropriate, professional and concise manner  Ability to speak fluently and convey information to a range of stakeholders and adopt a persuasive and constructive style at all times, using empathy to understand the stakeholders’ differing needs | Experience of using social media to communicate key messages to a variety of stakeholders | Application, interview and references |
| Other skills and behaviours | A capacity for patience and understanding with stakeholders, always maintaining sensitivity to their needs, particularly at times of peak working under pressure  Respect for cultural differences and awareness of how institutional ways of working need to adapt to suit the increasing diversity of student and staff groups  Be fully proficient in the use of the Microsoft Office suite of products |  | Application, interview and references |
| Special requirements | A full, clean driving licence and a willingness to travel  Capacity to work such hours as are required during peak time (school/college terms times), including occasional evenings  Flexibility to take leave outside peak periods  Required to undertake an Enhanced Disclosure and Barring Service (DBS) check |  | Application and interview |