

Job Description

Post:	FE-based Higher Education Outreach Officer (NCOP)
Salary Grade:	Band 5 (£26,673-£29,961 per annum) Subject to Job Evaluation
Responsible to:	Head of Services to Learners

Key Purpose:

1	To develop and deliver higher education outreach across Further Education Colleges within Salford and Trafford NCOP hub
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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	Design and deliver engaging HE-focussed outreach activities in line with aims of National Collaborative Outreach Programme (NCOP) programme
b	Contribute to development of a collaborative programme of HE outreach activities.
c	Develop innovative outreach activities, including those linked to industry and academic subjects.
d	Deliver impartial information, advice and guidance to targeted learners and their key influencers.
e	To recruit, train, coordinate and support student ambassadors to deliver activity where appropriate.
f	Deliver presentations and activities to large groups of learners and key influencers.
h	Create resources and literature to support HE outreach activities.
i	Provide written and verbal updates on activities delivered.
j	Liaise and effectively communicate with colleagues across the partner institutions.
k	Communicate with school-based staff, including teachers and advisors

l	Ensure all activities are effectively monitored and evaluated in line with processes set out by NCOP central team.
m	Deliver high quality activities, providing an excellent learner experience.
n	Support and service project meetings where required, including producing agendas, circulating papers and taking minutes.
o	Work both autonomously and as part of a collaborative team with staff from other GM Higher partners
p	Attend and contribute to GM Higher Operational Group meetings
q	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 -

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualification	1 Qualified to a first degree or equivalent. 2 Literacy Level 2 3 Numeracy Level 2 4 IT Level 2	Certificate Certificate Certificate Certificate		
Professional Development	5 Evidence of ongoing professional development	Application		
Experience	6 Experience of working in recruitment/widening participation in a University context. 7 Experience of making presentations to large groups. 8 Experience of working with large groups of school pupils. 9 Successful delivery of widening participation projects and schemes. 10 Experience of working on projects focused on the education of those from disadvantaged backgrounds.	Application/Interview Application/Interview Application/Interview	b Experience of marketing in HE	Application/Interview
Knowledge	11 Knowledge of the widening participation agenda and policy both regionally and nationally 12 Knowledge of the UK education system, including secondary, further and higher education		c Knowledge of equal opportunities legislation and commitment to enhancing equal opportunities	Application/Interview

Skills/ Qualities	13 Proven organisational skills including ability to plan projects/events from inception, monitor and drive progress, co-ordinate the work of others, identify and mitigate against risk, and ensure completion to time and on budget. 14 Excellent oral and written communication skills including the ability to convey complex information with clarity to a range of audiences and deliver presentations to large groups. 15 Excellent networking skills with proven ability to build and maintain appropriate communication channels with key contacts and interested parties. 16 Ability to work in a team, working flexibly and supporting each other to deliver team goals. 17 Ability to work autonomously, organising, prioritising and taking personal responsibility for own work and deadlines. 18 Excellent interpersonal skills with proven ability to engage others, building and maintaining positive working relationships to support collaborative working. 19 Able to keep calm in difficult situations 20 Able to work effectively and efficiently	Application/ Interview Application/ Interview		
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	21 Ability to build good relationships with students, staff and suppliers 22 Flexible approach to work			
Other	23 Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults 24 Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance 25 DBS Check acceptable to college will be undertaken for successful applicant 26 Able to travel as necessary to fulfil the duties of the post. 27 A willingness to work flexibly and outside of normal office hours; evenings, weekends and occasionally at bank holidays	Application/ Interview Application/ Interview Appointment		