

**Job Description**

**Job Title: SUN Progression Mentor (Fixed term)**

**Grade: Scale 7, Point 24**

**Responsible to: Head of Careers**

### Introduction

**The College Group’s Vision and Values are embodied in the following statements:**

1. The acquisition of knowledge, which is linked to tangible skills development in a safe learning environment, is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College.

**What will I be doing? (Contribution statement)**

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 is currently focused on providing targeted higher education outreach to young people in years 9 to 13 living in particular geographic areas.

The programme aims to:

* reduce the gap in higher education participation between the most and least represented groups
* support young people to make well-informed decisions about their future education
* support effective and impactful local collaboration by higher education providers working together with schools, colleges, employers and other partners
* contribute to a stronger evidence base around what works in higher education outreach and strengthen evaluation practice in the sector.

This post will see the successful candidate based at Sparsholt College (incorporating Andover Campus) and working under the overall direction of the Head of Careers, with regular liaison with SUN Further Education Project Leaders.

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 Sparsholt College to raise the profile of SUN and NCOP and will work with colleagues to develop their own SUN-funded, NCOP-focused projects. This will include 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.

The post-holder’s sole responsibility is to contribute to the work of the Southern Universities Network.

**Main Duties and Responsibilities**

1. To act as the point of contact for identified targeted students within Sparsholt 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 NCOP students making applications to further study including applications for level 3 and level 4 courses (including apprenticeship pathways).

1. To act as the point of contact for the Southern Universities Network to ensure a strategic and collaborative approach to NCOP.

Work with Sparsholt 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 Sparsholt College, ensuring activity is targeted and delivered to target students.

1. To proactively build and maintain relationships with key members of staff within Sparsholt 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 Sparsholt College staff.
2. 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.
3. Liaise with partner institution, local employers, councils and charities as appropriate to identify opportunities for Sparsholt College students.
4. 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 Sparsholt College.
5. Maintain accurate records of events, students and activity costs, and work closely with the SUN Monitoring and Evaluation team and Sparsholt College finance teams to ensure that these are appropriately collated.
6. To represent Sparsholt 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.

**Internal and External relationships**

Active collaboration with SUN Project Leaders based at SUN partner institutions.

Academic and professional staff within Sparsholt 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**

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 the College.

**Other**

1. Participate in the performance management and appraisal process and to undertake appropriate staff development and training.
2. Comply with and promote College Group Health and Safety policy and procedures and take appropriate responsibility to ensure the health, safety and welfare of self and others.
3. Comply with and implement all College Group policies and procedures in respect of Equality and Diversity and pursue the achievement and integration of Equality and Diversity throughout all the College Group’s activities.
4. Engage in professional development and networking for the purpose of continuous professional development (CPD) and inform the strategic planning process.
5. Undertake such other reasonable duties as required from time to time and review this Job Description at least annually with the Head of Faculty through the performance management & appraisal scheme.

**Date Description prepared:**

**Agreed by Job Holder:** Date:

**Approved by Manager**: Date:

**Approved by SLT:**  Date:

***Notes;***

***This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College Group following consultation with the post holder.***

***The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership Team.***



# Person Specification/Competency Profile

**SUN Progression Mentor**

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| **skills and core competencies** |  |
| **Technically competent and informed (qualifications and training)**   1. Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification **(E)** 2. Comprehensive knowledge of the secondary, tertiary and higher education sectors **(E)** 3. Significant experience of working with young people in an educational environment **(E)** 4. An understanding of the widening participation agenda with regard to schools, further and higher education **(E)** 5. Proven experience of developing and producing high quality resources **(E)** 6. Successful experience of giving presentations to large groups **(E)** 7. Postgraduate qualification in Education or related field **(D)** 8. Professional qualification related to working with children or young people e.g. Teaching, Information Advice and Guidance **(D)** 9. Knowledge of the apprenticeship landscape **(D)** | |
| **Problem solving and initiative**   1. Proven ability to analyse issues and break them down into component parts. Make systematic and rational judgements based on relevant information **(E)** 2. Ability to seek and collate feedback and data from activities, analyse key findings and summarise recommendations for senior staff **(E)** 3. Creative and innovative approach to problem solving, strategic thinking and long-term planning **(E)** | |
| **Management and Teamwork**   1. Experience in setting clear objectives both in terms of own workload. **(E)** 2. 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. **(E)** | |
| **Communicating and Influencing**   1. Effective partnership working and interpersonal skills are essential including: 2. Excellent interpersonal skills, formally and informally, with a wide range of stakeholders internal and external to Sparsholt College and the network **(E)** 3. Ability to draft written reports, presentations and reports in a clear way that addresses key issues in a succinct manner **(E)** 4. Ability to motivate and communicate well with young people and convey accurate information to a range in an appropriate, professional and concise manner **(E)** 5. 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 **(E)** 6. Experience of using social media to communicate key messages to a variety of stakeholders **(D)** | |
| **Personal qualities, communicating and relating to others.**   1. Ability to work alone and be self motivated **(E)** 2. Friendly but assertive, outgoing and confident communicating with young people and adults **(E)** 3. Ability to manage conflicting priorities and effectively prioritise work. **(E)** 4. Track record of meeting deadlines, **(E)** 5. High quality written work, **(E)** 6. Ability to demonstrate empathy with, and strong commitment to meeting, the needs of individual students **(E)** | |
| **Relating to, leading and developing others**   1. Establishes and maintains effective working relationships with colleagues at all levels. **(E)** 2. Ensures colleagues are appropriately involved and informed, through sharing knowledge and learning **(E)** 3. Commitment to Equality and Diversity - encourages diversity and equality of opportunity, is aware of relevant legislation, the need for impact assessments and implications for the College Group. **(E)** | |
| **Other skills and behaviours**   1. A capacity for patience and understanding with stakeholders, always maintaining sensitivity to their needs, particularly at times of peak working under pressure **(E)** 2. 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 **(E)** 3. Be fully proficient in the use of the Microsoft Office suite of products **(E)** | |
| **Special Requirements**   1. A full, clean driving licence and a willingness to travel **(E)** 2. Capacity to work such hours as are required during peak time (school/college terms times), including occasional evenings **(E)** 3. Flexibility to take leave outside peak periods **(E)** 4. Required to undertake an Enhanced Disclosure and Barring Service (DBS) check **(E)** 5. Prepared to work flexibly (evening, weekend and enrolment duty) to meet the needs of the College Group **(E)** | |

D : Desirable E: Essential