

Job Description

Post:	Graduate Advisor – GM Higher NCOP Programme
Salary Grade:	Band 7
Responsible to:	Hub Manager

Key Purpose:

1	To support target learners in schools and colleges to raise increase their awareness of and readiness for Higher Education. To be a role model for pupils in the area, advocating the benefits of Higher Education.
----------	--

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	To support target learners in schools and colleges to raise their awareness of Higher Education
b	To be a role model for pupils in the area, advocating the benefits of Higher Education
c	To liaise with staff in target schools and colleges to increase their engagement in and awareness of the GM Higher NCOP programme
d	To work within designated schools and colleges to support target pupils, through group work and one to one support, as required by the institution.
e	To be an advocate for Higher Education within the college and encourage engagement in activities organised through Greater Manchester Higher.
f	To be a first point of contact within the Hub for enquiries in person and by telephone, e-mail and external post about a range of matters relating to the Greater Manchester Higher programme

h	To deal appropriately and sensitively with requests for information, advice and guidance from pupils, teachers, colleagues and others, where necessary referring them on to other members of the team
i	To assist with the preparation and distribution of publicity literature relating to the activities, events and services offered, and supporting the updating of online materials.
j	To identify and pursue opportunities for developing and improving first-level advice and guidance.
k	To organise, plan and deliver events and activities, within local schools and colleges, to meet targets as agreed with the Hub manager, liaising as necessary with the relevant colleagues and external partners.
l	To take responsibility for the designing and production of information and resources, including delivery materials for use on events.
m	To manage own workload and proactively engage with college staff to identify opportunities to support the delivery of the key objectives of the collaborative programme.
n	To make a positive contribution to the work of the Hub team to help maintain a professional team approach.
o	To be proactive in supporting other members the Greater Manchester Higher team, both within the Hub and in the wider team.
p	To provide advice and guidance to new members of staff in relation to shared areas of work.
q	To take particular responsibility for defined areas of work, and also to work flexibly to achieve team objectives by assisting others and working collaboratively to complete tasks and projects.
r	To maintain and produce statistical data required to demonstrate the impact and reach of the programme
s	To support the evaluation of activities and tracking of learners, ensuring appropriate processes and procedures are followed to adhere to data protection regulations
t	To assist in the maintenance and development of databases and systems which are used to support the activity of the Greater Manchester Higher programme
u	Provide administrative support to the team to enable the smooth running of events and be a first point of contact for queries.
v	To undertake the servicing of committees and working groups as required.
w	To undertake relevant staff development across the range of functions within the host institution
x	To participate in relevant groups and networks, contributing to the successful development of the programme

y	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 Higher Education qualification (such as a degree, HND or Foundation Degree) 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 providing advice and guidance to school or college pupils 7 Experience of dealing with confidential and sensitive information 8 Experience of working with and making presentations to young people Experience of dealing with a wide range of enquiries and requests from within an organisation and outside 9	Application/ Interview Application/ Interview Application/ Interview Application/ Interview		
Knowledge	10 Knowledge of the routes into Higher Education	Application/ Interview		

Skills/ Qualities	<p>11 Excellent interpersonal, communication and organisational skills.</p> <p>12 Ability co-ordinate and motivate staff</p> <p>13 Good negotiating skills</p> <p>14 Ability to work on own initiative.</p> <p>15 High level communication skills – oral, written and IT – including ability to confidently deliver presentations</p> <p>16 Excellent organisational skills</p> <p>17 Good interpersonal skills</p> <p>18 Able to keep calm in difficult situations</p> <p>19 Able to work effectively and efficiently</p> <p>20 Ability to build good relationships with students, staff and suppliers</p> <p>21 Flexible approach to work</p>	<p>Application/ Interview</p> <p>Application/ Interview</p>		
Other	<p>22 Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults</p> <p>23 Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance</p> <p>24 DBS Check acceptable to college will be undertaken for successful applicant</p> <p>25 You must be willing to travel across the region and attend meetings and events across Greater Manchester</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Appointment</p> <p>Application/ Interview</p>		