

THE TRAFFORD COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE:	Higher Education Outreach Officer
REPORTS TO:	Registrar & Standards Manager
RESPONSIBLE FOR:	Not applicable / no direct reports
AREA:	Higher Education
GRADE/SALARY:	Business Support Scale 7 £26,436 - £27,937 pa
CONTRACT TYPE:	Trafford College Group Business Support Fixed Term Contract from 01.08.19 to 31.07.20
LOCATION:	Stockport College

Our Vision

'Unlocking potential, fostering success'

Through its innovative approach to learning and exceptional engagement with business, Trafford College prepares learners for success in work and life.

Our Values

Bold - Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

JOB PURPOSE:

Develop and deliver higher education outreach across the Trafford College Group.

Ensure activities are effectively monitored and evaluated.

Work collaboratively with colleagues from across other FE and HE institutions.

KEY AREAS OF RESPONSIBILITY:

Outreach

1. Design and deliver engaging HE-focussed outreach activities in line with aims of National Collaborative Outreach Programme (NCOP) programme.
2. Contribute to development of a collaborative programme of HE outreach activities.
3. Develop innovative outreach activities, including those linked to industry and academic subjects.
4. Deliver impartial information, advice and guidance to targeted learners and their key influencers.
5. To recruit, train, coordinate and support student ambassadors to deliver activity where appropriate.

Communication

1. Deliver presentations and activities to large groups of learners and key influencers.
2. Create resources and literature to support HE outreach activities.
3. Provide written and verbal updates on activities delivered.
4. Liaise and effectively communicate with colleagues across the partner institutions.
5. Communicate with school-based staff, including teachers and advisors.

Service Delivery

1. Ensure all activities are effectively monitored and evaluated in line with processes set out by NCOP central team.
2. Deliver high quality activities, providing an excellent learner experience.
3. Support and service project meetings where required, including producing agendas, circulating papers and taking minutes.

Teamwork, Management and Development

1. Work both autonomously and as part of a collaborative team with staff from other GM Higher partners.
2. Attend and contribute to GM Higher Operational Group meetings.
3. Undertake appropriate CPD opportunities to ensure knowledge remains current.

Other

1. The post holder must be willing to travel and attend meetings and events both regionally and nationally. Occasional evening and weekend working may also be necessary.

Equality and Diversity:

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION:

Programme Leader and Quality Enhancement

Attributes	Essential	Desirable
Values and Behaviours		
Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential	X	
Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.	X	
Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.	X	
Collaborate , share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.	X	
Professional , be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.	X	
Qualifications		
Qualified to degree level or equivalent	X	
Experience, Knowledge and Skills		
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.	X	
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.	X	
Excellent networking skills with proven ability to build and maintain appropriate communication channels with key contacts and interested parties.	X	

Ability to work in a team, working flexibly and supporting each other to deliver team goals.	X	
Ability to work autonomously, organising, prioritising and taking personal responsibility for own work and deadlines.	X	
Excellent interpersonal skills with proven ability to engage others, building and maintaining positive working relationships to support collaborative working.	X	
Knowledge of the widening participation agenda and policy both regionally and nationally.	X	
Knowledge of the UK education system, including secondary, further and higher education.	X	
Knowledge of equal opportunities legislation and commitment to enhancing equal opportunities.		X
Experience of working in recruitment/widening participation in a University context.	X	
Experience of making presentations to large groups.	X	
Experience of working with large groups of school pupils.	X	
Successful delivery of widening participation projects and schemes.	X	
Experience of working on projects focused on the education of those from disadvantaged backgrounds.	X	
Experience of marketing in HE		X
A demonstrable commitment to equality of opportunity and Widening Participation.	X	
Able to travel as necessary to fulfil the duties of the post.	X	
A commitment to on-going personal development and willingness to attend appropriate training courses.	X	
A willingness to work flexibly and outside of normal office hours; evenings, weekends and occasionally at bank holidays	X	
A commitment to safeguarding and promoting the welfare of children and vulnerable adults.	X	