



Job Description

POST TITLE: WIN HIGHER EDUCATION ADVISOR (40%)
(FIXED TERM UNTIL JULY 2021)
POST NUMBER: WREQ2097
GRADE: MANAGEMENT SPINE

Bath, Weston and Wiltshire National Collaborative Outreach Programme (NCOP)

JOB PURPOSE

NCOP is an Office for Students (OfS) funded project aimed at encouraging more young people from areas of lower participation to progress to higher education. All universities and colleges have a responsibility for this work already, but NCOP is short term (up to July 2019 initially) and targeted at very specific postcodes and individuals. The areas have been identified by assessing how many young people have the capacity to enter higher education compared to those who do, the difference being called the GAP with the students who do not enter higher education being called the GAP students.

This is a national initiative with 29 Consortia across the UK. The Universities of Bath and Bath Spa and Weston, Bath and Wiltshire Colleges have formed a consortium to cover BANES, Weston and Wiltshire areas known as the Wessex Inspiration Network (WIN).

The successful candidate will be expected to have a working knowledge of school and college structures and, educational options post-18 and financial support.

The post will be based in the Weston area, predominantly at a local secondary school, and it will be expected that the successful candidate has a good understanding of the communities in the town and outlying rural areas. Applicants should have an awareness of the local barriers to HE study.

This is a 40% fixed term contract to July 2021 in the first instance and will cover the Weston-super-Mare area.

DUTIES AND RESPONSIBILITIES

- To work as part of the WIN consortium in developing and coordinating the project at a local level to support progression into higher education. This will include planning and delivering aspiration raising activities including 1:1 sessions and group work, information and advice, residentials, off site visits to partners and local employers, extra-curricular activities and individual mentoring.
- Work with the WIN team to offer careers support to individual students, using resources such as Careerpivot to achieve this aim.

- Liaise with and meet the information needs and requirements of the target group across the school.
- Provide accurate and up to date information to young people and, equally importantly, to their families including the full range of post-18 educational options and associated funding options to support positive decision making; offer support with the funding application process.
- Build relationships with external bodies such as youth and community centres in the target ward to enable activities to be held in the venues and ensure activity is delivered to young people and their key influencers domiciled in target wards.
- Identify, with support from the WIN consortium and the school, the target pupils/students who meet the criteria for support and assistance.
- Produce a robust plan of support for learners progressing to higher education, ensuring a tailored and needs-led approach is delivered.
- Identify and facilitate effective ways of engaging parents and support networks to raise their awareness to the benefits of higher education.
- Maintain detailed and accurate records of all work undertaken, contacts with student and their families as well as partner organisations. Upload participant data for events on a central database.
- Work collaboratively as part of the wider team of HE Advisors in both schools and colleges, in particular, contribute to the WIN Delivery Group, part of the overall governance structure.

GENERIC DUTIES

In addition to the tasks outlined above, all members of the team are required:

- To complete all associated organisation and administrative work.
- To assist in the management of appropriate administrative systems which meet College requirements and implement action of College policies, e.g. Health and Safety.
- To participate in both internal and external staff development as appropriate.
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health and Safety Procedure.

Job Description

- To be prepared to operate on a flexible year as required. Members of the team will be expected to work out of normal working hours as required by the job.
- Complying with Information Security requirements, in line with Weston College policy.
- To undertake such other duties as may be reasonably required commensurate with the grade of the post.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibility.

SUPERVISION RECEIVED

The post holder will be line managed by the Academic Registrar.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

Job Description

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine point K-J1: £9,202.00 – £9,388.40 per annum.

HOURS

Hours of attendance: Part-time, 14.8 hours per week.

Annual leave: 127.40 hours per annum inclusive of statutory Bank Holidays.

Due to the nature of this post, a flexible working approach is required with evenings and occasional weekend work, along with occasional overnight stays to meet the demands of the post.

The College reserves the right to direct up to 5 days of the annual year entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Person Specification

	ESSENTIAL	DESIRABLE
A degree or equivalent qualification in an appropriate area.	✓	
Qualification / Experience in Advice & Guidance.		✓
Good IT skills.	✓	
Highly Motivated.	✓	
Excellent organisational skills.	✓	
Ability to work to specific objectives and targets by planning and implementing their own work schedules without close supervision.	✓	
Excellent interpersonal skills at all levels but with particular experience in working with and building effective relationships with young people.	✓	
Ability to work as part of a team and network with partner agencies.	✓	
Excellent written and oral communication skills.	✓	
Able to provide effective mentoring to young people and work setting SMART targets to aid progression.	✓	
Goal driven and committed to achieving and maintaining high standards.	✓	
Experience of delivering group work and making presentations to a wide range of audiences.	✓	
Professional in approach and conduct.	✓	
Be able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults and the understanding around the requirements of the prevent agenda.	✓	
Possession of a driving licence and access to own transport, ability and willingness to undertake travel as part of normal job requirements.	✓	
Ability and willingness to work flexibly to meet the needs of the project.	✓	
Show a commitment to equality and diversity.	✓	