



## **Job Description for – Outreach & Widening Participation Co-ordinator**

**Line Manager – Admissions Tutor -> Senior Tutor**

**Responsible For – Schools Liaison Officer**

### **Principal Responsibilities**

1. Line manage the Schools Liaison Officer (SLO), supporting and evaluating their performance as required, in liaison with the Admissions Team and HR.
2. Use existing and new research to enable the further development of the College's recruitment and Widening Participation strategy, and with the Admissions Team and College's Access and Widening Participation Group, monitor the effectiveness of existing and new initiatives.
3. Devise a rolling implementation plan for our strategic aims.
4. Work closely with colleagues in the Emmanuel Admissions Team, the wider College, Fellowship and the University to ensure the successful delivery of our recruitment and Widening Participation aims. Participate in the University's School Liaison Officer Group (SLOG).
5. Create and deliver College Widening Participation online programs, presentations to school groups, and Continuing Professional Development sessions for schoolteachers.
6. With the Emmanuel SLO and Admissions Team, plan and implement an Outreach and Widening Participation section of the College Website, and design and maintain the College's Outreach presence on social media. Review and gather feedback on these sites and implement updates and enhancements as necessary.
7. Contribute to evaluation and recording of activities (including use of the Higher Education Access Tracker, HEAT) and produce reports on our outreach activity for the College's internal governance and the wider College community, including donors, to create a robust evidence base for future strategy.
8. Coordinate with and support Emmanuel College's Student Union Access Officers and help to recruit a diverse team of trained student ambassadors, including liaison with College payroll & HR.
9. Work together with the Admissions Office on the construction and delivery of our Open Days and monitor the impact of Open Day visits on applications to the College.
10. Assist the Schools Liaison Officer with visits to schools, both in planning and logistics, and conducting visits independently, and to assume delegated budgetary responsibility for the costs of such visits.
11. Report to the Bursar and the Access and Widening Participation Working Group on budgetary and cost allocation matters associated with these activities.
12. Explore, with others, any partnerships with specialist external providers for widening

participation-related work.

13. Any other duties and responsibilities which are compatible with the post of Outreach and Widening Participation Co-ordinator which may from time to time be required.

**The candidate appointed will be required to undergo Enhanced Disclosure and Barring Service checking, as some of the work in this post will involve contact with young people, many of them under the age of 16.**

PERSONAL SPECIFICATION	Essential	Desirable
<b>Skills &amp; knowledge</b>	<ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing.</li> <li>- Ability to communicate at all levels and build strong working relationships with schools.</li> <li>- Knowledge of a University Collegiate system.</li> <li>- Commitment to widening participation in HE and an understanding of the issues affecting recruitment within the University.</li> <li>- Knowledge and interest in methods for building academic skillsets for competitive applications to HE institutions.</li> <li>- Reliable and flexible approach to work.</li> <li>- Excellent IT skills including MS Office.</li> </ul>	
<b>Relevant Experience</b>		<ul style="list-style-type: none"> <li>- Experience working in access and outreach in either a paid or voluntary capacity, and/or working with young people.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>- Good team worker but also able to work unsupervised using own initiative.</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>- A willingness to travel within the UK.</li> <li>- A willingness to work evenings and additional hours outside of the normal working day as necessary including staying overnight for residential events and in hotels during outbound trips to schools.</li> </ul>	