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| THE UNIVERSITY OF NOTTINGHAM  Recruitment Role Profile Form |

**Job Title:** Outreach Officer

**School/Department:** Widening Participation Team, Access and Communities

**Salary:** £22,029 - £26,274 per annum, depending on skills and experience.

**Job Family and Level:** Administrative, Professional and Managerial - Level 3

**Contract Status:** Fixed term – maternity cover

**Hours of Work:** 36.25 per week

**Location:** King’s Meadow Campus

**Reporting to:** Schools and Colleges Manager, Widening Participation Team

**Purpose of the New Role:**

The Outreach Officer will contribute to the delivery of the Widening Participation Outreach program to students without a strong tradition of progression to higher education living in and near Nottingham. This will involve delivering sessions in a wide variety of settings, arranging campus visits and contributing to the organisation of a range of projects and activities. Sessions and activities seek to provide information, raise aspirations and improve skills relevant to HE study or the application process. They include academic material and creative learning methods.

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|  | **Main Responsibilities** | **% time per year** |
| 1. | Planning and delivering a range of sessions and activities to provide information, raise aspirations and improve skills relevant to HE study or the application process. These target young and mature people without a strong family or school/college history of progression to higher education.  This aspect of the role will include:   * Planning sessions, under the guidance of more senior staff. This includes adjusting the structure, content, delivery style and materials session formats as appropriate to the client group. It often requires liaison with the group. * Delivering sessions and facilitating activities. * Helping to organise visits to the University of Nottingham and working with groups of visiting students on campus * Judging session requirements in relation to student ambassadors, transport, accommodation, materials and catering, and conveying requests in a clear and timely manner * Directing and managing Student Ambassadors and volunteers assisting with activities * Managing a busy schedule of activities (own workload) * Collecting feedback, evaluating activities and contributing to their continuous improvement | 70% |
| 2. | Contributing to the planning, organisation and administration of other Widening Participation Team initiatives, as directed. This will include:   * Academic Summer Schools for 16 to 17-year-old prospective students * Masterclasses, study skills and revision programs * Events for teachers, tutors and other external staff * Events for parents and carers of students from the region * The Ambition Nottingham scheme * Events with partners including other universities and **Into**University | 20% |
| 3. | Contributing to the development of new sessions and activities in response to changes in demand and the University’s Widening Participation priorities.  This will involve:   * Suggesting improvements to current activities * Suggesting ideas for new activities * Developing materials for activities as appropriate | 5% |
| 4. | Contributing to office-based team activities and assisting with administrative duties, as directed by the line manager | 5% |

**Knowledge, Skills, Qualifications & Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | * Educated to degree level or equivalent | * Teaching qualification |
| **Skills/Training** | * Understanding of the aims of Widening Participation and knowledge of how to address these aims * Excellent interpersonal and communication skills, written and verbal * Ability to present to and engage with a wide range of audiences, in a professional manner * Innovative and creative approach to work and ability to tailor activities according to the needs of individual groups, thinking on feet when necessary * Ability to maintain high standards and enthusiasm for all activities delivered * Ability to manage a busy schedule of activities * Excellent IT skills (MS Office) and the ability to format documents to a professional standard | * Understanding of the requirements of the Data Protection Act and Child Protection legislation * Understanding of Health & Safety issues in relation to activities delivered |
| **Experience** | * Experience of working with and ability to motivate young people, preferably in a classroom situation * Experience of working on the organisation and administration of projects and events | * Experience of working with people with limited family or school /college history of progression to higher education |
| **Statutory/Legal** | * A full clean driver’s licence, access to a car and car insurance for business purposes OR mobility and ability to travel |  |

**Decision Making**

i) taken independently by the role holder

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| Session planning: the role holder will produce formats for each session delivered, tailoring the activities to meet the needs of the group, according to a number of factors:   * size of the group * time constraints * age and ability * specific requests from the school or college   Schedule management and work planning: this includes judging requirements in relation to student ambassadors, transport, accommodation, materials and catering. These judgments are made within broad guidelines for expenditure. |

ii) taken in collaboration with others

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| The role holder will be encouraged to devise new activities as a result of evaluating current activities and identifying changing needs. |

iii) referred to the appropriate line manager (please name) by the role holder

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| Approval for new initiatives will be sought from the line manager. Budget issues will be referred to the line manager. |

**Additional Information**

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| Outreach Officers spend the majority of their time delivering activities in schools, colleges and other venues within Nottinghamshire and the surrounding area. Broad outlines have already been designed for most activities.  In addition, a significant part of the Officer’s time will be spent contributing to the organisation and delivery of larger WP events and initiatives such as the Students in Classrooms and Student Ambassador schemes, Summer Schools, masterclasses and the Ambition Nottingham scheme. The person appointed will be expected to work some evenings and weekends throughout the year but particularly in the months of June and July.  One of the broad aims of the role is to increase the number of applications from students from backgrounds currently underrepresented at the University, in line with Widening Participation policy and contributing to targets. Another key aim is to encourage young people to continue their education post-16 and progress to further or higher education. |

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| **Head of School/Department**  **(or nominee):** |  |
| **Date completed:** |  |