



<b>Job title</b>	Widening Participation Programmes Officer	<b>Job family and level</b>	Administrative, Professional and Managerial Level 3
<b>School/ Department</b>	Widening Participation and Outreach, Student Recruitment	<b>Location</b>	King's Meadow Campus

## Purpose of role

The role-holder will support the delivery of the University of Nottingham's UK recruitment and widening participation strategies, to raise aspirations and attract prospective students to the University of Nottingham. This will include contributing to the planning and delivery of a programme of activities and initiatives aimed at encouraging students from under-represented backgrounds to progress to higher education and specifically the University of Nottingham.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Programmes to support Widening Participation</b> Our widening participation programmes aim to provide high-achieving students from less advantaged backgrounds with experience of higher education and an insight into subject areas and university life.</p> <p>These programmes include; campus visit days, academic residential Summer Schools, parent and teacher information sessions, training sessions for Student Ambassadors, masterclasses, revision classes, information sessions and study skills activities.</p> <p>The role will:</p> <ul style="list-style-type: none"> <li>• Co-ordinate and arrange activities</li> <li>• Co-ordinate ambassador recruitment and training</li> <li>• Manage records and databases, in order to track prospective students and inform planning for activities</li> <li>• Devise session content</li> <li>• Deliver sessions, facilitate activities and assist at events</li> <li>• Direct and manage student ambassadors and volunteers assisting with activities</li> <li>• Make and manage project bookings, including transport, rooms, AV, catering, etc.</li> <li>• Produce risk-assessments and related charts and lists to ensure health &amp; safety and child protection guidelines are followed</li> <li>• Collect feedback, evaluating activities and contributing to their continuous improvement</li> </ul>	85%

	<ul style="list-style-type: none"> <li>• Manage time and organise workload to avoid duplication and maximise efficiency</li> <li>• Maintain relationships with a wide range of university staff to promote and embed policy, programmes and activities</li> <li>• Collaborate and consult with internal and external colleagues, as well as current and prospective students</li> <li>• Process and interpret data and summarise key findings</li> <li>• Plan and deliver online and in-person communications and training, including meetings and training</li> </ul>	
2	<p><b>Supporting University wide Student Recruitment Events</b></p> <ul style="list-style-type: none"> <li>▪ Delivering presentations at open days, interview days, offer-holder days and clearing events about the university and aspects of student life and study</li> <li>▪ Providing general support for delivering events e.g. providing organisational support, registering visitors, providing events management support, running campus tours</li> </ul>	10%
3	<p><b>Supporting the wider Student Recruitment Team and External Relations by:</b></p> <ul style="list-style-type: none"> <li>• Attending team meetings and away days</li> <li>• Contributing to wider events and activities</li> <li>• Contributing to the overall External Relations strategy</li> <li>• Undertaking any other duties appropriate to the role and level as required</li> </ul>	5%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent presentation and communication skills</li> <li>▪ Excellent administrative and organisational skills with the ability to prioritise workloads in order to meet strict deadlines</li> <li>▪ Excellent interpersonal and customer service skills</li> <li>▪ Excellent IT skills; Outlook, Word, Excel and PowerPoint and the ability to learn new software tools to ensure efficient programme administration</li> <li>▪ Ability to use specific presentation techniques to engage with a variety of audiences</li> <li>▪ Attention to detail</li> <li>▪ Ability to work independently</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of working effectively and flexibly in a team</li> <li>• Experience of presenting to large groups of people and a variety of audiences</li> <li>• Experience of organising projects or events</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the aims of Widening Participation and knowledge of how to address these aims</li> <li>• Experience of attending and studying at a university</li> <li>• Experience of working with people with limited family or school /college history of progression to higher education</li> <li>• Experience of delivering large scale events such as conferences and residentials</li> <li>• Experience of providing excellent customer service to teachers, prospective students, their families and other stakeholders</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>• Educated to A-level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level, or equivalent</li> </ul>
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to travel and attend regular events outside of normal working hours</li> <li>• Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of the Data Protection Act and Child Protection legislation</li> <li>• Understanding of Health &amp; Safety issues in relation to activities delivered</li> <li>• A full driver's license, access to a car and appropriate insurance cover for business purposes</li> </ul>



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others



