

J O B D E S C R I P T I O N

Position:	GM Higher Outreach Officer
School/Service:	Division of Marketing, Recruitment and Admissions
Reference:	MRA-021/P
Grade:	Grade 5
Status:	Full-Time (Fixed Term until 31 July 2023)
Hours:	36.25 hours per week (Full-Time)
Responsible to:	Schools Liaison & Outreach Manager

Main Function of the Position:

- Responsible for the organisation and co-ordination of the delivery of a wide range of outreach activities as part of the UniConnect National Collaborative Outreach Scheme (Greater Manchester Higher) of which the University of Bolton is a partner. This includes events for learners, teachers, parents/carers and other key stakeholders. They will train and supervise Student Ambassadors who support these events and ensure the effective delivery of University of Bolton's Outreach activities
- This will be achieved through establishing effective working relationships with colleagues within academic schools and recruitment, alongside external stakeholders within the boroughs of Greater Manchester and Greater Manchester Higher.
- Provide a key link between the University and GM Higher strategic groups ensuring the University maximises its contribution to all initiatives and embedding this work within the University.

Principal duties and responsibilities:

1. To plan and deliver a portfolio of outreach events and activities to meet institutional GM Higher project targets, as agreed with line manager, alongside both internal and external colleagues.
2. To organise and deliver on and off-campus events for a range of audiences including pupils, teachers, parents/carers and key influencers, aimed at raising their knowledge, understanding of, and aspiration to, Higher Education.
3. To develop and deliver engaging presentations and workshops tailored to different target audiences, including designing and producing high-quality information, advice and guidance resources for use during these activities.
4. To maintain robust monitoring/tracking processes in line with project guidance for all outreach activities
5. Represent the University at agreed GM Higher/Outreach events and working groups both locally & regionally

6. Responsible for the oversight and coordination of the Student Ambassador workforce used to support Outreach work, including supporting ambassador recruitment, managing payments and assessing performance.
7. To work co-operatively with staff in Student Recruitment to develop a robust and meaningful level of student involvement in mentoring and ambassador schemes to support university-based GM Higher activities
8. Identify and understand the barriers to HE faced by different targeted groups, developing and delivering visit days, summer schools, taster days and short projects to meet their needs
9. To anticipate the requirements of stakeholders and with diligent attention to detail in the planning of, and preparation for, meetings and events.
10. To update, input and maintain relevant databases to support events, marketing and communications activities, including distribution lists, to ensure that work to support brand and reputation reaches stakeholders promptly and effectively.
11. To plan and organise own work, working flexibly to adapt to changing priorities and the needs of the team.
12. Work flexibly outside normal working hours during evenings and some weekends.
13. Able to travel as appropriate in order to meet the requirements of the service hold a current clean driving licence.
14. Able to cope with the physical demands of the role.
15. Ensure a safe working environment and abide by the University health and safety policies and practise and to observe the University's Equal Opportunities policy and Dignity and Work policy at all times.
16. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role
17. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment is be subject to Disclosure and Barring Clearance.

Person Specification

Position: GM Higher Project Manager		Reference: MRA-021/P	
School/Service: Division of Marketing, Recruitment and Admissions		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	Relevant degree or equivalent qualification	1	Application Form/Documentation
1 b)	Current UK clean driving licence	1	Application Form/Documentation
2 Skills / Knowledge			
2 a)	Knowledge of the major issues surrounding Widening Participation activities and progression to HE	1	Application Form/ Interview/Presentation
2 b)	Knowledge of the Schools/FE and HE sector in relation to IAG.	2	Application Form/ Interview/Presentation
2 c)	Knowledge of the role of widening participation activities with HE	1	Application Form/Interview /Presentation
2 d)	Communicate effectively with internal colleagues and external agencies in face to face and written contexts.	1	Application Form/Interview/ Presentation
2 e)	Strong organisational and co-ordination skills in relation to the organisation of Student Ambassadors.	1	Application Form/ Interview/Presentation
3 Experience			
3 a)	Relevant experience of all aspects of project management and developing high level delivery strategies in an education environment.	1	Application Form/Interview
3 b)	Experience and knowledge of monitoring and using data for tracking and reporting purposes.	1	Application Form/Interview
3 c)	Experience of committee and working group representation.	2	Application Form/Interview
3 d)	Recent experience of and organising/managing large internal and external events	1	Application Form/Interview
4 Personal Qualities			
4 a)	Customer focussed and committed to service excellence	1	Interview
4 b)	Work independently without close supervision and use of initiative to meet goals/deadlines	1	Interview

4 c)	Self-motivation, energy and determination and a willingness to work outside normal hours, as the post demands.	1	Interview
4 d)	Able to work effectively as a member of the Marketing and Communication team	1	Interview
4 e)	A strategic thinker who is able to think creatively and maintain a commitment to the achievement of long term goals	1	Interview
4 h)	Commitment to continuous improvement and creative ways of working	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Application Form/Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Application Form/Interview
5 c)	Awareness of the principles of the General Data Protection Regulation, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	1	Application Form/Interview
5 d)	Able to travel and work remotely as required	1	Application Form/Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required