



Teaching Intensive, Research Informed

NCOP Advisors – Grade 4
Fixed-Term Opportunities until July 2021
Student Recruitment and Admissions
SRA-050/P

Salary in the range of £21,414 – £24,029 per annum

*Closing date for applications is **12.00 noon on 11 September 2019**
Interviews are expected to take place week within four weeks of the closing date.

A number of exciting opportunities have arisen to support widening participation with the goal of increasing participation of students from disadvantaged backgrounds into Higher Education. Working with Greater Manchester Higher, the National Collaborative Outreach Programme (NCOP) is a highly targeted collaborative outreach programme focussed on working with Y9 – 13 pupils from areas which have lower participation in higher education than expected based on attainment.

Successful candidates will have effective written and verbal communication skills and be passionate about Higher Education. You should hold a higher education qualification and have credible experience of providing advice and guidance to Schools and Colleges.

The NCOP Hub is based at the University of Bolton, however post holders will work across areas of Bolton, Bury and Rochdale.

An application form, job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/places/professional-services/hr/vacancies> or requested by email: jobs@bolton.ac.uk. Alternatively, please telephone our 24 hour answering service on 01204 903 579 (Please leave your home address details). Please remember to quote the position reference number.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all documentation submitted.

If an applicant is interested in more than one vacancy, a separate application form must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the university reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

The University of Bolton strives to achieve equality of opportunity