

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post: Area Engagement Officer (Gainsborough and Lincoln) (Coastal Lincolnshire) (Boston and Grantham) (South Lincolnshire)

Grade: Grade 5

Responsible to: Project Manager

Job summary:

To raise aspirations of young people, specifically Y9-13 in Lincolnshire and to ensure participation to higher education is effective and sustained. This role will target and manage, develop and co-ordinate initiatives for the 'gaps area' and specifically identified learners. This project is in place to address the government goals to double the participation of students from disadvantaged backgrounds and increase by 20 per cent the numbers of students from ethnic minority groups in higher education by 2020.

1. Liaise with the Project Team to develop appropriate initiatives and materials to inform and encourage identified learners, including contributing to project specific materials/website, targeted promotion and advertising.
2. Chair the local Delivery/Working Group which is responsible for delivery of neighbourhood, targeted and highly-focused activities ensuring that targets and objectives are being met.
3. Be a member of the Project Steering Group which reports into the Governance Board on milestones and targets.
4. Manage the localised budget allocated for the 'Area', ensuring robust practices for monitoring and reporting are in place and value for money is obtained.
5. Support with the organisation, promotion and participation the National Collaborative Outreach Project – Lincolnshire by supplying impartial careers, education, information and advice to identified pupils in Y9 – Y13 and their key influencers.
6. Create and lead with the preparation, organisation and execution of widening participation initiatives carefully targeted to specific groups of learners and monitor the effectiveness of learner progression.
7. Be the known point of contact at the host institution and facilitate collaboration with internal teams to ensure individuals' needs are addressed throughout their higher education journey. This is to support retention and achievement up to and including graduation.
8. Network, liaise and negotiate with schools and third party regional and national organisations to ensure delivery of tailor-made activities reaching the gaps areas.
9. Support the Project Manager in providing robust reports outlining the monitoring and evaluation outcomes to report into the Project Team and Project governance; including entry and participation in higher education and the Mentoring Programme.

10. Work closely with the Project Team and other Area Engagement Officers located around the county to support initiatives ensuring consistency, sharing of good practice, networking, targeting, monitoring and evaluation.
11. Be the central point of contact for schools in the region and in order to sustain participation throughout higher education, not just the entry to higher education, this role will facilitate transfers between higher education providers should the need arise.
12. Attend appropriate staff development sessions and participate in the annual appraisal process
13. Comply with the University's Health and Safety Welfare Policy, legislation and practice
14. Maintain professional standards in relationships, including non-discriminatory practices
15. Undertake any other duties that may reasonably be required
16. The post-holder must operate within the guidelines, procedures and regulations of the University
17. The post-holder must operate within the University's Financial Regulations, Diversity and Equality Policy and other relevant policies

AREA ENGAGEMENT OFFICER
Person Specification

	Core	Supplementary
Education/ Qualifications and Special Training	Good honours degree or equivalent	
Knowledge and Skills	<p>Excellent interpersonal, networking and communication skills with the ability to interact with all stakeholders.</p> <p>Working knowledge and understanding of the national widening participation agenda.</p> <p>Budget management skills.</p> <p>Working knowledge of the UCAS admissions process</p> <p>Good ICT skills including Word and Excel.</p> <p>Ability to work and negotiate with colleagues and engage them in new initiatives.</p>	
Experience	<p>Experience of liaising with schools and/or colleges.</p> <p>Experience of giving presentations to a wide range of audiences and of delivering interactive sessions with young people.</p> <p>Knowledge of the county's demographic profile and recognition of the barriers and challenges facing those residing in this area.</p> <p>Proven experience in organising and scheduling events, activities and resources.</p> <p>Experience of monitoring, reporting and evaluation.</p>	<p>Experiencing first-hand the barriers faced by residing in the area.</p> <p>Experience of working in voluntary/community settings in the area.</p> <p>Experience of chairing meetings.</p>
Personal Attributes	Self-motivated with a flexible approach to work	

	<p>and commitment to succeed.</p> <p>Enthusiastic about higher education, with the ability to motivate potential students to consider HE as an option.</p> <p>A current Driving Licence.</p> <p>Ability to travel to local venues (many of which are in rural locations).</p> <p>Excellent organisational skills and able to manage time effectively.</p>	
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