Access and Outreach Manager (Maternity Cover)

Department: External Relations

Hours of work: Full time, 37 a week

Contract type: Fixed Term for 12 months

Salary: Grade 6, £32,817 a year
Introduction

The University of York was founded on principles of social purpose, equality, diversity and inclusion. The Access and Outreach team is therefore central to our overall institutional ethos and strategy.

This post holder will play a vital part in the University’s widening access strategy and will be integral to ensuring the University meets the aims, objectives and targets as set out in our University strategy and Access and Participation plan. We are an ambitious and forward thinking team, and with renewed focus and investment there is no better time to join us.

We are looking for an innovative individual, with experience in widening participation or outreach-related roles, who will be motivated and dedicated to our cause. You will be joining a positive and committed team at an inclusive university.

The Access and Outreach Team offers a range of programmes that support people from under-represented groups and promotes progression to higher education for an ever more diverse student body. This is an exciting time to join this successful and dynamic team and play an important part in the development of access and outreach at the University of York.

This post is fixed-term for 12 months. This post may be suitable as a secondment opportunity for current University of York staff. Applications for secondment opportunities would need the agreement of your current Head of Department at the point of application.

We have a strong commitment to equality and diversity across all areas of the University community, both in our people and the services we provide to staff and students. Responding to the important shift in focus of access and outreach across the HE sector, which has moved towards supporting more students from specific under-represented groups, the University would like to encourage applicants who are male or from a black or minority ethnic background to apply for this post.

Main purpose of the role

The post holder will focus principally on widening participation programmes working in partnership with schools, colleges and community groups. This will involve leading existing activities as well as developing new initiatives. The post holder will deliver presentations and activities, manage events and manage residential programmes, to support students from under-represented backgrounds with their post-16 and post-18 decisions. You will engage a range of audiences, including community groups, prospective mature students, families, pupils and school and college staff. This role will involve significant project management and oversight of programmes, activities and teams.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. To be involved in the leadership, development, organisation, delivery and evaluation of access and outreach programmes and related work, building on existing good practice. This could include involvement in one or more of the following programmes: Next Step York; Realising Opportunities; York Experience Summer School and Shine. This could also involve new programmes and pilot initiatives, providing significant input into programme generation from initial concept, through to implementation and evaluation.
2. To take a leading role in the organisation, delivery and evaluation of the University’s programme of activity delivered nationally and locally with under-represented groups for the purposes of widening access and recruitment to the University of York. Specifically,

- to represent the University of York at higher education exhibitions, schools and other external events
- to provide specialist information and advice to prospective students, their families and teachers at higher education events
- to speak with specialist knowledge and authority on behalf of the University of York to a variety of external audiences on a range of topics. These may include university choices, the application process, student money matters, unique selling points of the University of York and its academic departments, pastoral care and student support matters
- to make necessary preparation and appropriate follow-up to visits, including the use of mailing lists, databases
- to create online platforms, events and learning resources for students to engage with
- To encourage participation in a range of progressive widening participation programmes.

3. To play a significant role in the development of outreach programmes - existing and new, identifying innovative ways of engaging key schools and colleges, pupils and their families. You will also be expected to take a proactive role in developing target lists, communications strategies, directly creating new relationships and managing relevant contact databases.

4. To produce regular written reports on the impact of your work, with a view to understanding its effectiveness in engaging underrepresented groups with the University of York. This will include analysing data, producing and delivering evaluation and monitoring methods and presenting your findings to senior managers.

5. To manage and lead in the planning and delivery of the University’s residential outreach programmes, developing activities, playing a role in the recruitment and training of student staff for residential and completing a full post-residential evaluation.

6. To prepare financial budgets and work within these to deliver programmes and report on the outcomes.

7. To play an active role in the recruitment and training of York’s Student Ambassadors, Mentors and Residential Assistants supporting them to provide accurate and effective engagement with potential students at events both on and off campus.
8. To liaise with academic staff to develop activities and provide appropriate guidance and support to staff in academic departments and other parts of the University, who are involved with outreach and access activities.

9. To support in the line management of a growing team, which may include direct line management of colleagues and small teams.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

**Condition of Employment**

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.
## Person specification

### Qualifications

| Essential / Desirable |  
|-----------------------|---
| Degree or equivalent professional qualification, or relevant experience | Essential  
| Full driving licence | Essential  

### Knowledge

| Essential / Desirable |  
|-----------------------|---
| Understanding of current issues around UK higher education, and widening participation and outreach issues and practice | Essential  
| An understanding of the complexities of national and regional widening participation and higher education progression agendas | Essential  
| Knowledge of UK secondary education, especially the post-16 qualifications framework including vocational qualifications and Access courses | Essential  
| Familiarity with UCAS admissions processes | Essential  
| Understanding of relevant statutory policies such as the Equality Act, the General Data Protection Regulation, Disability Discrimination Act, Freedom of Information and particularly Safeguarding, etc. | Essential  
| Awareness of the role of the Office for Students | Desirable  
| Understanding of information, advice and guidance issues and barriers to progression to HE for under-represented groups, particularly progression to higher tariff institutions | Desirable  

### Skills, abilities and competencies

| Essential / Desirable |  
|-----------------------|---
| Ability to develop effective working relationships within an organisation and with external stakeholders | Essential  
| Ability to communicate effectively with varied audiences face to face, in reports, publications and presentations - including a very good, confident public speaking style | Essential  
| Excellent administrative and organisational skills, including demonstrable planning, prioritisation and time management skills | Essential  
| Strong IT skills: including word processing, email, expertise in manipulating databases and spreadsheets | Essential  
| Ability to analyse and evaluate the effectiveness of events and activities | Essential  
| Ability to interpret and analyse complex statistical data | Essential  
| Proven ability to provide effective and supportive line management | Desirable  

### Experience

| Essential / Desirable |  
|-----------------------|---
| Substantial relevant experience of working to promote higher education among underrepresented target groups | Essential  

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<thead>
<tr>
<th>Experience of project management</th>
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<tbody>
<tr>
<td>Experience of leading on projects, including targeting, monitoring and evaluation</td>
<td>Essential</td>
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<tr>
<td>Experience of organising and delivering outreach programmes, complex events and activities</td>
<td>Essential</td>
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<td>Experience of operating budgets and financial record keeping</td>
<td>Desirable</td>
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<td>Experience of working on residential events</td>
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**Personal attributes**

| Commitment to widening participation and outreach in higher education for under-represented groups | Essential |
| Ability to work independently and show initiative | Essential |
| Ability to work as part of a team | Essential |
| Ability to participate appropriately and persuasively in discussion and debate | Essential |
| Prepared to travel within the UK to fulfil work commitments | Essential |
| Willingness to work some evenings, occasional weekends and overnight stays, as required | Essential |
| Ability to prioritise work where there are conflicting deadlines and demands whilst ensuring an excellent service level | Essential |
| A personable manner, able to adapt to approach different people and audiences | Essential |
| A creative approach, whether communicating to potential students, or in solving problems | Essential |
| Ability to obtain an acceptable enhanced disclosure from the Disclosure and Barring Service | Essential |
| Prepared to accept restrictions on holidays especially at Easter and summer school periods | Essential |