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**Professional Services**

**Marketing and Communications**

**Outreach Officer**

**ZZ005240**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £27,511 - £30,046 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

**JOB DESCRIPTION**

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| **Job Title:** | Outreach Officer |
| **Grade:** | 5 |
| **Department:****Location:** | Marketing & Communications Mercantile House |
| **Position Reference No:** | ZZ005240 |
| **Cost Centre:** |  |
| **Responsible to:** | Outreach Co-ordinator |
| **Responsible for:** | N/A |
| **Effective date of job description:** | January 2019 |

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| **Context :** |
| The Marketing and Communications Department offers a complete in-house service to promote the University to its various stakeholders. The Department’s services cover a wide range of marketing communications disciplines, dealing with brand management, internal and external communications marketing strategy and campaigns, digital marketing and web strategy, press and public relations, recruitment, outreach and market research. **The role of the Recruitment and Outreach team** is to lead, develop and implement the University’s recruitment strategies and outreach initiatives. To lead Faculty engagement in order to facilitate and manage the development of recruitment strategies and delivery of recruitment targets. To engage, lead and ensure delivery of the Access and Participation plan, delivering maximum impact, supporting the University Strategy and business objectives. **The Outreach team** develop, lead and implement the University’s outreach strategy to achieve Access and Participation plan targets and increase applications to the University from underrepresented groups. They build strong, sustained relationships with pre-16 schools and deliver a programme of high impact outreach and widening participation activity to engage pre-16 students, parents, teachers and advisers with higher education and the University of Portsmouth. |

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| **Purpose of Job:** |
| * Work proactively with targeted pre-16 schools to raise aspirations to Higher Education and the University of Portsmouth and equip young people to make informed decisions about progression routes to Higher Education. In the longer term, the aim is to increase the quantity and improve the quality of applications to the University of Portsmouth, particularly from under-represented groups, and to achieve the University’s Access and Participation plan targets.
* Support the Outreach Coordinators in organising, delivering and evaluating a range of targeted outreach initiatives and programmes for pre-16 students, teachers, parents/carers in schools, with a focus on the 11-16 age range, particularly across Portsmouth, SE Hampshire and the Isle of Wight.
* Deliver talks, events and activities both on and off campus with pre-16 schools to increase applications to the University from under-represented groups and achieve the University’s Access and Participation plan targets.
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| **Key Responsibilities:** |
| **Outreach**1. Build, support and maintain relationships with targeted pre-16 schools, particularly in Portsmouth, SE Hampshire and the Isle of Wight, in order to increase the profile of the University and encourage all young people to consider Higher Education, and the University of Portsmouth in particular, as an option for the future.
2. Support the Outreach Co-ordinators in developing, organising and delivering outreach initiatives and events for pre-16 students and their parents and teachers, with a focus on the 11-16 age range, to raise aspirations and increase progression to Higher Education and the University of Portsmouth.
3. Arrange and undertake visits to schools to deliver workshops and presentations and represent the University at events to promote Higher Education and the University of Portsmouth.
4. Evaluate the impact of outreach initiatives, maintain electronic records and provide regular reports on activity to inform future practice**.**
5. Proactively and positively approach Widening Participation issues and support the development of initiatives to address these issues, keeping abreast of new developments, best practice and policy.
6. Represent the University of Portsmouth at a designated number of UCAS exhibitions throughout the country per year and support the delivery of on campus recruitment events e.g. Open Days.
7. Support the wider Recruitment and Outreach team working with other age groups, such as post 16 students, as required and support the team in its lead generation work.
8. Network and liaise with other professionals working in and with schools and colleges
9. Use the University’s Customer Relationship Management (CRM) system to record and report on activity and communicate with schools and colleges.

**Event organisation:**1. Support the organisation and delivery of events for pupils, parents and teachers at the University and off campus at different locations e.g. campus visits, mentoring activities and CPD events for teachers.
2. Assist with developing and updating promotional materials (digital and print) and presentations to support the work of the team curriculum in schools.
3. Support the development, co-ordination and delivery of subject specific events and initiatives that support the school curriculum and provide an insight into Higher Education and University of Portsmouth courses.
4. To comply with the University’s Safeguarding policy, ensuring that staff and student ambassadors are fully trained and compliant with safeguarding procedures.
5. To participate in performance & development review (PDR), ensuring that work produced is in line with the Department/University aims.

**General:**1. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others.  Report all accidents, near misses and unsafe circumstances.
2. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances.
3. Undertake such other duties as may be required reasonably by the Director of Marketing, Advancement and Communications and the Head of Recruitment and Outreach.
4. Undertake frequent local travel and occasional travel throughout the UK, including overnight stay(s), as required to work at schools, colleges and recruitment events. Travel efficiently to multiple locations per day and transport promotional materials and stands to events during these visits.
5. Work evenings and weekends as required.

 **NOTE:** There will be a large amount of local travel and occasional evening and weekend work. There will be occasional travel across the UK and away from home involving overnight stay(s). An Enhanced Disclosure and Barring Service (DBS)check is essential |
| **Working Relationships:** |
| Outreach ManagerOutreach Co-ordinatorRecruitment and Outreach TeamFaculty recruitment and outreach staffMarketing & Communications staffSchools and networks within and outside of the University |

**PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge of issues and trends facing the Higher Education sector in the UK in relation to widening participation and student recruitment. | E | AF, S, P |
|  | Knowledge of the structure and systems of the UK school and college system. | E | AF, S |
|  | Previous experience working with and motivating children or young adults | E | AF, S |
|  | Previous experience of event organisation and delivery  | E | AF, S |
|  | Experience of working in a widening participation and Higher Education setting | D | AF, S |
|  | Knowledge of curriculum development | D | AF, S |
|  | Experience of monitoring and evaluating the impact of outreach programmes and similar | D | AF, S |
|  | Experience of using Customer Relationship Management (CRM) systems. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication skills, both written and verbal | E | AF, S, P |
|  | Excellent organisational and administrative skills | E | AF, S, P |
|  | Excellent presentation skills to large groups | E | AF, S, P |
|  | Excellent interpersonal skills, including the ability to motivate and communicate well with stakeholders, young people and children | E | AF, S, P |
|  | Ability to seek, collate and analyse activity data for reports and future recommendations | E | AF, S |
|  | Excellent time management skills with the ability to organise work and deal with competing priorities. | E | AF, S |
|  | Able to work in a team or on own initiative | E | AF, S |
|  | Must be results orientated and able to consistently review progress and report on objectives. | E | AF, S |
|  | Proficient in the use of Microsoft Office and Google applications | E | AF, S, P |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Degree in any discipline or equivalent higher education qualification | E | AF |
|  | DBS disclosure | E | AF, S |
|  | Full driving licence | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Must be motivated, enthusiastic, outgoing and committed to the principles of HE and WP | E | AF, S |
|  | Must be adaptable in approach to work. | E | AF, S |
|  | Must be willing and able to fulfil the travel requirements of the role, which includes frequent local travel and occasional travel throughout the UK and overnight stay(s) | E | AF, S |
|  | Must be willing and able to work evenings and weekends as required. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this and give details in the free text space provided.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working (between 2200 hrs and 0600 hrs)
 | X | 18. Diving |  |
| 1. Display screen equipment
 |  | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead  | 22. Nanomaterials  |
| 11. Driving on University business: mini- bus (over 9 seats), van, bus, forklift truck, drones only) X | 23. Workplace stressors (e.g. workload, relationships, job role etc) X |
| 12. Food handling  | 24. Other (please specify) XAccess to children  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | SARAH WATKINS |
| **Date** | 28 AUGUST 2019 |
| **Extension number** | 2768 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.