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**Support and Professional Services**

**Marketing and Communications**

**Project Assistant – Southern Universities Network (SUN)**

**ZZ003842**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £19,730 – £22,017per 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.

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

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**

1. **JOB DESCRIPTION**

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| **Job Title:** | Project Assistant – Southern Universities Network (SUN) |
| **Grade:** | 3 |
| **Faculty/Centre:** | Recruitment and Outreach |
| **Department/Service:**  **Location:** | Marketing & Communications  Mercantile House |
| **Position Reference No:** | ZZ003842 |
| **Responsible to:** | SUN Project Leader |
| **Responsible for:** | n/a |
| **Effective date of job description:** | February 2019 |

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| **Context of Job:** |
| 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 is based within the Recruitment and Outreach team. The role of the Recruitment and Outreach team is to lead, develop and implement the University’s recruitment strategies and outreach initiatives. |

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| **Purpose of Job:** |
| The post will see the successful candidate based at the University of Portsmouth, working under the direction of the SUN Project Leader. The post-holder will support the delivery of the SUN’s outreach programme to students in Year 9 – 13, and their key influencers, domiciled in OfS-defined ‘target wards’. The post-holder will support the delivery of outreach activities and events that raise aspirations of young people, and their influencers, and awareness of Higher Education. |

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| **Key Responsibilities:** | |
| 1. **Education Liaison** 2. To proactively support and maintain relationships with key members of staff in schools and colleges in order to increase the profile of the programme and ensure activity is delivered to young people, and their key influencers, domiciled in ‘target wards’.    1. To assist SUN Project Leaders in the development of the SUN outreach offer including supporting interactions with employers in industry. Draw together resources to create subject/industry-specific opportunities spanning education and employment.    2. To assist with the process of recruiting and training SUN Student Ambassadors, including the monitoring and administration of the online training system. 3. **Event organisation and delivery** 4. Arrange and carry out visits to schools and colleges to deliver workshops and presentations throughout the region on behalf of the SUN as directed by SUN Project Leaders. 5. To support the coordination and delivery of outreach projects and programmes in schools and colleges throughout the region on behalf of the SUN as directed by SUN Project Leaders. 6. To support the liaison, administration, coordination and delivery of on-campus events (to include residential activities). 7. **Curriculum Development and Support** 8. To work as a member of the SUN Project Assistant Team to assist in the development of student-focused interactive workshops, activities and materials that raise aspirations of young people and awareness of Higher Education topics and courses available to study. 9. **General** 10. Provide daily administrative assistance to the SUN Project Leader including data entry and collation. 11. Assist SUN Project Leaders and the SUN Central team in producing regular reports for the SUN Governing boards and monitoring/financial returns for OfS. 12. Support the development of constructive professional relationships with colleagues within and outside of the University. 13. Keep abreast of new developments, best practice and the professional and regulatory framework relating to education liaison and widening participation. 14. Undertake such other duties as may be required reasonably by the line manager and/or SUN Director.   **5.0 Other**  5.1 Undertake frequent, local travel to work at schools, colleges and events. Travel  efficiently to multiple locations per day and transport promotional materials  and stands to these events.  5.2 Be flexible and adaptable in the approach to work routines. Work evenings and  occasional weekends as required.  **NOTE:**  There will be a large amount of local travel and occasional evening and weekend work.  There may be occasional travel away from home involving an overnight stay.  Due to the terms and conditions associated with the funding of the National Collaborative Outreach Programme, the post-holder’s sole responsibility is to contribute to the work of the Southern Universities Network.  An Enhanced Disclosure and Barring Service (DBS) check is essential. | |
| **Working Relationships:** |
| Outreach Manager: Recruitment and Outreach  SUN Project Leader  Recruitment and Outreach Team  Marketing and Communications staff  SUN Team and Student Ambassadors  Networks within and outside of the University |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience and/or knowledge of the British school and Higher Education system. | E | AF, S |
|  | Successful experience working with young people. This may have been in a community, voluntary or school setting. | E | AF, S |
|  | Knowledge and understanding of the widening participation agenda | D | AF, S |
|  | Previous experience of event management and organisation | D | AF, S |
|  | Previous experience of developing activities and resources | D | AF, S |
|  | Experience of working in an office and/or customer service environment | D | AF, S |
|  | Experience of delivering presentations or public speaking to a range of audiences | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication skills, both written and verbal | E | AF, S |
|  | Excellent organisational and administrative skills | E | AF, S |
|  | Ability to seek, collate, and analyse activity data for reports and future recommendations | E | AF, S |
|  | Ability to plan and prioritise a range of one’s own standard and non-standard work activities | E | AF,S |
|  | Excellent interpersonal skills, formally and informally, with a wide range of stakeholders internal and external to the University and SUN network. | E | AF, S |
|  | Ability to deal with sensitive information in a confidential manner | E | AF, S |
|  | Good level of proficiency in the use of standard office systems such as Microsoft Office and Google applications | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Degree in any discipline or equivalent higher education qualification | E | AF, S |
|  | Full clean driving license required | D | AF |
|  | Enhanced DBS disclosure | E | S |
| **4.** | **Other Requirements** |  |  |
|  | Must be committed to the principles of HE, FE and WP | E | S |
|  | Must be flexible and adaptable in the approach to work, be able to travel and work away from home | E | S |
|  | Must be able to work collaboratively and on own initiative to plan and complete tasks | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, 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,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) | X | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, 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) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify)  X  Access to children | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | KRISTIAN BARRATT |
| **Date** | 05.02.2019 |
| **Extension number** | 2745 |

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.