****

**Support and Professional Services**

**Marketing and Communications**

**Outreach Co-ordinator**

**ZZ600293**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £34,520 - £37,706 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.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

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.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

 <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.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

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 Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Outreach Co-ordinator  |
| **Grade:** | 7 |
| **Department:****Location:** | Marketing & Communications Mercantile House |
| **Position Reference No:** |  ZZ600293 |
| **Cost Centre:** | 47467 |
| **Responsible to:** | Pre 16 Manager: Recruitment and Outreach |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017  |

|  |
| --- |
| **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 activities 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 and 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 ACCESS Agreement targets, delivering maximum impact, supporting University Strategy and business objectives.The Recruitment and Outreach staff implement a cross-University approach to all recruitment and outreach work including the provision of guidance, advice and support to faculties. They are the link between schools/colleges and the University and are responsible for significant areas of work and projects linked to the University's recruitment strategy and targeted widening participation initiatives for schools and colleges. |
| **Purpose of Job:** |
| 1. To work proactively with 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. 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, through raising aspirations.

2) To develop, manage and deliver a range of targeted outreach initiatives and events both on and off campus for pre-16 students, teachers, parents/carers and advisors, with a focus on the 11-16 age range in schools across Portsmouth, SE Hampshire and the Isle of Wight.3) To maximise the impact of targeted outreach initiatives to support the achievement of the University’s ACCESS Agreement targets and recruitment targets. |
| **Key Responsibilities:*** 1. **Outreach**
	2. To build and maintain relationships with pre-16 schools , particularly in Portsmouth, SE Hampshire and the Isle of Wight, in order to increase the profile of the University of Portsmouth and encourage all young people to consider Higher Education as an option for the future
	3. To develop and deliver a range of targeted outreach initiatives for schools, with a focus on the 11-16 age range, to raise aspirations to Higher Education and the University of Portsmouth.
	4. Evaluate the impact of interventions, maintain electronic records and provide regular reports on activity to inform and improve future practice.
	5. Provide regular reports to managers on progress towards targets and review outreach initiatives to ensure maximum impact in achieving the University’s ACCESS Agreement and recruitment targets.
	6. Proactively and positively approach Widening Participation issues and lead on the development and delivery of activities to address these.
	7. 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.
	8. 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.
	9. In consultation with Corporate Communications and Digital teams, develop and update promotional materials (digital and print) to support the work being undertaken by the team.
	10. Work in collaboration with the University’s Faculties to develop and deliver outreach activity to achieve the University’s outreach and recruitment targets and offer advice and guidance relating to the development of school and college links to staff across the university.

 1.10 Network with other professionals working in and with schools and colleges.1. **Event organisation**
	1. Lead on the organisation and delivery of events for pupils, parents and teachers at the University and off campus e.g. campus visits, summer residential, CPD events for teachers.
	2. Develop and deliver talks, workshops and mentoring programmes.
	3. To manage budgets and resources associated with projects.
	4. Oversee the work of university student ambassadors supporting outreach initiatives and events.
2. **Curriculum Development and Support**

 3.1 Develop and update materials, including digital, to support the pre 16 curriculum. 3.2 Devise and co-ordinate subject specific events and activities that support the school Curriculum and provide an insight into Higher Education courses. **General** 4.1 Develop constructive professional relationships with colleagues within the department and across the university4.2 Keep abreast of new developments, best practice and the professional and regulatory framework relating to Widening Participation, Student Recruitment, Admissions and Outreach.4.3 Represent the University at external committees and working parties locally and nationally when required. 4.4 Undertake such other duties as may be required reasonably by the Head of Recruitment and Outreach or the Director of Marketing and Communications **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 overnight stay(s).An Enhanced Disclosure and Barring Service (DBS) check is essential   |
| **Working Relationships:** |
| Head of Recruitment and OutreachPre 16 Manager: Recruitment and OutreachPost 16 Manager: Recruitment and OutreachRecruitment and Outreach TeamFaculty ADS’s and Faculty recruitment and outreach staffMarketing & Communications staffNetworks within and outside of the University |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Extensive experience of working in the widening participation and higher education setting. | E | AF, S |
|  | 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 colleges system. | E | AF, S |
|  | Previous experience working with and motivating children or young adults. | E | AF, S |
|  | Experience of monitoring and evaluating the impact of outreach programmes or similar. | E | AF, S |
|  | Experience of event organisation and project management within a complex Higher Education Institution. | E | AF, S |
|  | Experience of managing resources and budgets associated with projects. | E | AF, S |
|  | Knowledge of curriculum development. | D | AF, S |
|  | Experience of using social media to communicate key messages to a variety of stakeholders | D | AF, S |
|  | Experience of developing and producing high quality resources, including digital resources. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication skills, both written and verbal | E | AF, S, P |
|  | Excellent interpersonal skills, including the ability to inspire trust and confidence. | E | AF, S, P |
|  | Excellent organisational, project management, administrative skills and problem solving skills | E | AF, S, P |
|  | Ability to seek, collate, and analyse activity data for future recommendations and improvements. | E | AF, S |
|  | Excellent presentation skills to large groups | E | AF, S, P |
|  | Ability to motivate and communicate well with stakeholders, young adults and children | E | AF, S, P |
|  | Must be results-oriented and able to consistently review delivery against targets and objectives within established timelines for own workload and for any supervised staff e.g. Student Mentors | E | AF, S |
|  | Proficient in the use of Microsoft Office and Google applications | D | AF, S, P |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Degree in any discipline or equivalent higher education qualification  | E | AF, S |
|  | Full clean driving licence | D | AF |
|  | Enhanced DBS disclosure | E |  |
|  | Relevant professional qualification related to working with children or adults e.g. Teaching, Information Advice and Guidance | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Must be motivated, enthusiastic, outgoing and committed to the principles of HE, FE and WP | E | AF, S |
|  | Must be flexible and adaptable in approach to work, be able to travel and work away from home | E | S |
|  | Must be able to work in a team and on own initiative | E | AF, S |
|  | Must possess appropriate personal style and presence to act as role model for target audience | E | 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**

|  |
| --- |
| **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.**  |
| 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)  |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name (block capitals)** | Sara Denham |
| **Date** | 07/09/16 |
| **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.