

Job Description

Role Title:	Widening Participation Assistant
Dept:	MRER
Directorate:	Recruitment and Widening Participation
Reference:	MPF2469
Grade:	Grade 4
Full or Part time:	Full time
Hours:	36.25 hours per week
Reports to:	Widening Participation Officer

Overview

Marketing, Admissions & Recruitment Support

The Directorate of Admissions, Marketing & Recruitment Services is responsible for the core range of activities that promote and engage with the University's external environment and stakeholders. The Directorate is the brand guardian with a remit that covers student recruitment, corporate and academic school specific marketing, admissions and widening participation

Student Recruitment and Widening Participation

We're a busy and lively team whose core focus is the provision of information, advice and guidance to young people to support their decision-making regarding higher education.

Student Recruitment

Focused on the enquirer and applicant journey, we provide the touch point for all enquirers and applicants during their journey to higher education as well as managing the University's relationships with feeder schools and colleges in the UK and Ireland.

With a customer service focused approach, we manage the provision of information, advice and guidance via both incoming enquiries and during outbound events and engagements, ensuring that all enquirers are provided with appropriate information to best inform their decision-making regarding higher education.

We work closely with key influencers including teachers, advisors and parents with the aim of attracting and recruiting those students who will best benefit from the University of Salford experience. Alongside this we lead on the organisation and delivery of Open Days, Offer Holder Days and applicant interviews, working in partnership with Admissions, Marketing, Estates and academic colleagues to ensure the highest quality applicant experience.

Working closely with Marketing and Market Insight, we are also responsible for ensuring that CRM technology is utilised effectively, that the enquirer and applicant journey is as seamless as possible and that timely and accurate information is provided at relevant parts of the student journey. We also manage a communications plan with our feeder schools and colleges as well as providing engagement opportunities for our teachers and advisors.

The team works in partnership with a wide range of professional services and academic colleagues in the achievement of its objectives.

Widening Participation

The WP Team work primarily with school aged learners from disadvantaged or underrepresented backgrounds to raise aspirations and to deliver impartial information, advice and guidance about educational pathways.

We work with a variety of partners collaboratively to deliver projects and programmes to help learners make decisions about higher education. The team are experienced facilitators, who understand barriers that children and young people can face when making choices about their progression. The activities and events offered by the team are carefully designed to help learners make informed decisions more confidently, with greater self-belief and understanding of their potential.

The team work hard to create opportunities that support learners to understand more about university life, pathways and qualifications, career aspirations and challenge any perceived barriers.

Role Purpose

A key part of your role will be supporting the work of the team, including assisting during events both off campus and externally in schools and colleges in Greater Manchester. You will be responsible for working directly on the Greater Manchester Higher collaboration, a regional partnership that includes higher education and further education partners in GM. This network work together to reach learners who are from disadvantaged backgrounds, or who are from groups who are underrepresented in higher education e.g. care experienced learners. You will focus on supporting the GMH work with pre-event preparation, event support during the activities such as presenting the information advice and guidance (IAG) talks, assisting workshops and inputting and collating evaluation data captured during events.

You will support the WP Officer to fulfil our commitments as part of the GMH partnership. Along with events, this might also include attending schools to deliver talks or support schools careers events or parents evenings. It may also include supporting the development work of the GMH partnership, led by the central GMH team who are based at Manchester Metropolitan University. You would also work closely with student ambassadors, supervising them during their work with the team and providing feedback on their performance back to the team.

The postholder would also work across the other projects and activities of the WP Team, including supporting with events that are part of our Salford Outreach offer. We work collaboratively across the wider Recruitment Team as well, taking part in open days and applicant events,

It's important to note that the post holder will need to be able to work flexible hours, including evenings and occasional weekend commitments.

Principal Duties & Responsibilities

- Support the Widening Participation Officer (Greater Manchester Higher Partnership Lead) in delivering the university's commitments as part of the Greater Manchester Higher (GMH) partnership, contributing to regional activity that supports increased access to higher education for learners from underrepresented and disadvantaged backgrounds.
- Assist with the planning, coordination and delivery of GMH engagement opportunities, events and activities across Greater Manchester, including campus visits, learner engagement sessions, information, advice and guidance (IAG) talks, workshops and collaborative events.
- Work alongside the Widening Participation Officer to ensure GMH activities are delivered effectively, supporting event preparation, logistics, resources, communications and on-the-day delivery.
- Support the delivery of presentations, workshops and interactive activities that promote awareness of higher education and encourage learners from underrepresented groups to consider their future options.
- Assist with the collection, collation and maintenance of evaluation information, learner feedback and activity data to support the monitoring and reporting requirements of GMH and the university.

- Support the coordination and supervision of student ambassadors involved in GMH and widening participation activities, including providing guidance during events and sharing feedback on their contribution.
- Provide administrative and operational support for GMH activity and wider Widening Participation Team projects, contributing to well organised, well-planned high-quality activity.
- Support the wider team offer, including open days, applicant events and other activities that support the student journey.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Undergraduate degree **(E)**

Background and Experience

2. Experience of delivering information, advice or guidance. **(E)**
3. Experience of effectively working within a team. **(E)**
4. Experience of developing and delivering presentation. **(E)**
5. Experience of working in an professional setting with children or young people. **(E)**

Knowledge

6. An understanding of the educational journey from school to higher education. **(E)**

Skills and Competencies

7. Excellent presentation skills and the ability to connect with a range of audiences. **(E)**
8. Strong communication and relationship building skills. **(E)**
9. Excellent organisational and time management skills. **(E)**
10. Ability to pro-actively generate, and put into action, your own ideas. **(E)**
11. A collaborative and creative approach to your work. **(E)**
12. A willingness to work evenings and weekends as required. **(E)**