

<b>Job Description and Person Specification for:</b> Outreach & Participation Officer	
<b>Department:</b> Student Engagement	<b>Reports to:</b> Access & Participation Manager
<b>Salary (Annual/Band/Pro Rata):</b> £23,073 - £25,977 – Grade B	<b>Responsible For:</b> Managing and implementing outreach delivery which supports our Access & Participation Plan
<b>Hours per week:</b> 36.25 hours per week	<b>Shift Pattern:</b> Normal business hours  Some flexibility is required to deliver key aspects of the role, including the potential for occasional evening and weekend work.
<b>Job Purpose/Summary:</b>	
<p>The Access &amp; Participation Officer will lead and coordinate HSU’s A&amp;P outreach activities for target schools and colleges and will have responsibility for planning and implementing an innovative programme of activity, working with both pre-16- and 16–18-year-old learners to increase awareness, raise attainment and support the Access &amp; Participation Plan objectives.</p> <p>The postholder will be responsible for supporting targeted students' progress at HSU who are from specific underrepresented student groups by establishing close working relationships with academic and support staff whilst acting as a point of call for targeted students.</p> <p>The postholder will report to the Access &amp; Participation Manager to ensure the co-ordination and integration of Health Sciences University’s A&amp;P activities, improving application rates from target learners and underrepresented groups by promoting the opportunities of HE and specifically, Health Sciences.</p> <p>The postholder will coordinate the engagement of academic and professional services colleagues across the Bournemouth and London campuses to make impact through outreach and on-campus activities and building effective relationships with A&amp;P target schools by identifying innovative opportunities to best represent HSU.</p>	
<b>Main Responsibilities/Key Tasks:</b>	
<ul style="list-style-type: none"> <li>• To support the Access &amp; Participation Manager in the organisation and delivery of planned events and activities appropriate to the age range</li> <li>• In all Access &amp; Participation activities across the Bournemouth and London campuses ensure appropriate enactment of HSU policies and procedures and risk management to safeguard current students and the young people we work are working with.</li> <li>• Contribute to the raising of awareness of HE and Health Sciences opportunities and improve application rates with target learners and under-represented groups.</li> <li>• Work closely with academic and professional service colleagues to ensure a coordinated and planned approach to schools and college activity and the implementation of the Access &amp; Participation Plan</li> </ul>	

- Regularly report on outreach activity with targeted learners
- Jointly manage the process of recruitment, training and deployment of Specialist Student Ambassadors who support the Access & Participation outreach programme
- Coordinate the outreach and on-campus (Bournemouth and London) Access & Participation activities
- Manage effective representation of HSU at events
- Support and establish a working relationship with identified students from underrepresented groups with the transition to HE, attainment and progression with support from the academics and professional support staff
- Work with the Access & Participation Manager to ensure evaluation of delivered activities meeting our access and participation plan, and contribute to help and deliver and monitor outreach activities in line with the theory of change models outlined in the APP
- Support the Access & Participation Manager to create and maintain a collaborative environment where students use their lived experiences to inform, co-design and co-deliver interventions that address our Access & Participation priorities throughout the student lifecycle (access, success and progression).
- Develop and nurture partnerships with networks such as SUN, Dorset Careers Hub and with other local institutions.

**Additional Duties**

- To demonstrate support for the University’s commitment to equal opportunities and its Equality, Diversity and Inclusion Policy.
- To demonstrate support for the University’s Health and Safety Policy ensuring that it is adhered to in the post holder’s areas of responsibility
- To undertake other activities identified from time to time commensurate with the level of the post

<b>Requirement:</b>	<b>Essential:</b>	<b>Desirable:</b>
<b>Education, Training and Qualifications</b>	Educated to degree level or able to demonstrate equivalent skills and experience through relevant employment	
<b>Skills and Knowledge</b>	<p>Possess a high standard of communication and interpersonal skills and be a confident speaker to deliver talks to groups of students of various ages.</p> <p>High level of IT competency including Microsoft Word, Excel and PowerPoint</p> <p>Excellent listening skills</p>	<p>Knowledge of InDesign, Photoshop (or similar) ad database programmes such as Access and Filemaker Pro</p> <p>Competency with compiling and handling data sets for reporting and analysis</p> <p>Working knowledge of widening participation/access and participation policy and broader higher education policy</p>

<p><b>Experience</b></p>	<p>Experience of managing concurrent projects and events</p> <p>Experience of delivering outreach activities</p>	<p>Previous administration experience in a similar role</p> <p>Experience of working in Higher Education</p> <p>Experience of student engagement and working in partnership with students</p>
<p><b>Personal Attributes</b></p>	<p>A high degree of professionalism and commitment</p> <p>Personal qualities must include self-motivation, tact, discretion, sound judgement and adaptability, reliable, able to take initiative, personal resilience and the capacity to work effectively and stay calm under pressure.</p> <p>Able to act as advocate and ambassador for the Health Sciences University</p> <p>Passionate about the value of higher education and committed to widening access</p>	
<p><b>Abilities</b></p>	<p>Organise and priorities workload to meet deadlines</p> <p>Ability to work independently</p> <p>Ability to generate trust and confidence in staff at all levels and to nurture successful partnership relationships.</p>	

**NB: The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.**

Health Sciences University is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith and sexual orientation.