

JOB DESCRIPTION

(as at Mar 2019)

Job Title: **School Engagement and Widening Participation Officer**

Responsible to: Head of Admissions

Main Purpose: To promote and widen the College's engagement offer of all Post-16 opportunities for both educational establishments and potential students. This will involve working closely with the Head of Admissions, Curriculum, Employer Engagement and Higher Education Teams to develop and implement a programme for widening participation and engagement.

The role requires the skills to engage with students of all ages, as well as building strong relationships with schools, academies, sixth form colleges, universities and special schools.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

1. Develop a programme of engagement activities that promote the West Suffolk College Educational Village offer and be an ambassador for the College.
2. Deliver engagement activities, to schools, colleges, sixth forms and universities to promote student recruitment to include all Post-16 Education, Apprenticeships and our Higher Education offer.
3. Ensure schools receive relevant and up-to-date information of our opportunities.
4. To develop and deliver engagement activities and information to widen the participation to potential students.

5. Build excellent working relationships and networks across the region in all schools and colleges, ensuring delivery of excellent customer service.
6. Stay abreast of policy changes in the education sector which relate to key under-represented groups or changes in curriculum, teaching practice or key initiatives which could impact on how we support our partner institutions.
7. To assist in the collection of data at events and facilitate the use of this data in the wider marketing efforts of the College, in turn continuously improving our opportunities.
8. Work closely with the Admissions Team to identify key areas for promotion to ensure we meet our student recruitment targets.
9. Work closely with our Careers Advisors and School Liaison Officer to ensure events at both schools and at the College are effectively managed.
10. Support in all recruitment events across the College such as Open Events, student interviews, enrolment, IAG weeks and start of term as appropriate.
11. Advise the Head of Admissions of any key issues that are or could impact on the quality of service delivered.
12. Be responsible for own health and safety at work and comply with the College's health and safety policy at all times.
13. Adhere to the Risk Management Policy and notify the line manager of any identified risk.
14. Undertake any other duties as directed by the Principal or delegated.

Person Specification

	Essential	Desirable	Measured
QUALIFICATIONS	<p>Level 2 qualifications in English and maths – essential</p> <p>A relevant marketing, events management or IAG qualification, desirable or the willingness to work towards one</p>		<p>A, I</p> <p>A, I</p>
EXPERIENCE	<p>Experience of working with young people in education or informal settings</p> <p>Experience of coordinating multiple stakeholders</p> <p>Experience of delivering presentations to large groups of people.</p> <p>Experience of working in a customer focused role.</p>	<p>An interest in and experience of Further Education.</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
KNOWLEDGE AND SKILLS	<p>Excellent interpersonal, written and verbal communication skills</p>	<p>Knowledge and understanding of student life essential</p> <p>Knowledge of the education sector, in particular Post-16 education.</p>	<p>A, I</p>
TRAINING	<p>A willingness to undergo any further training or development as, or when, appropriate.</p>		<p>A, I</p>
PERSONAL QUALITIES	<p>Positive attitude and approach in order to engage with young people and influence/negotiate with local stakeholders.</p> <p>Dynamic and motivated</p>		<p>A, I</p> <p>A, I</p>

	Excellent interpersonal skills with the ability to communicate effectively with students and staff at all levels		A, I
	The ability to get on with people and work as a member of a team.		A, I
	The ability to work without supervision and to use one's own initiative.		A, I
	To be an ambassador for the organisation		A, I
	To be flexible with their working hours and available to work evenings and weekends as necessary		A, I

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Hours of work: 37 per week Term Time only. Normal working hours will be 8.30 – 5.00 Monday to Thursday and 8.30 – 4.30 on Friday. Flexibility will required and the ability to work outside these hours, including evenings and weekends as and when necessary.
2. New appointments to the College are subject to a 12 month probationary period.
3. Holidays – 24 days per annum plus public holidays - rising to 29 days on completion of five years' service.
4. Contributory pension with the Local Government Pension Scheme run by Suffolk County Council.
5. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
6. This job description is current at the date shown. It may be changed from time to time in negotiation with the postholder.

Further Information

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences.