

Job Description and Person Specification

Last updated: August 2023

JOB DESCRIPTION

Post title:	Widening Participation Project Leader		
Academic Unit/Service:	Widening Participation and Social Mobility		
Faculty:	Student Experience (Professional Services)		
Career Pathway:	Management, Specialist, and Administrative (MSA)	Level:	4
*ERE category:	n/a		
Posts responsible to:	Head of Access		
Posts responsible for:	n/a		
Post base:	Office Based (with remote working)		

Job purpose
<p>To be responsible for the development, management, and delivery of core elements of the University's Learn with US access programme including;</p> <ul style="list-style-type: none"> - the primary programme - reading and maths attainment raising interventions in primary and secondary schools - work to support parents and supporters - support for young carers.

Key accountabilities/primary responsibilities	% Time
<p>1. To plan, manage and deliver projects/programmes of work as required by the Head of Access taking responsibility for setting and monitoring milestones, facilitating liaison, supporting task groups, and financial monitoring as appropriate. Key areas of responsibility are the development and delivery of our programme of activity and support for primary schools, delivery of our flagship reading programme in secondary schools, work with parents and supporters, and support for young carers.</p> <p>To manage and provide training to university student ambassadors supporting the delivery of programmes in schools.</p>	50 %

Key accountabilities/primary responsibilities		% Time
2.	<p>To lead on data capture, monitoring, evaluation, and improvement implementation for assigned projects to ensure quality and alignment with commitments outlined in the Access and Participation plan.</p> <p>To design evaluation activities and resources and work in partnership with colleagues and/or external organisations to implement evaluation plans,</p> <p>To produce reports for both internal and external stakeholders as required by the Head of Access.</p>	15%
3.	To establish and maintain excellent relationships internally with faculty and professional service staff and build relationships with external stakeholders, including students, parents and supporters, teachers, local authorities, and community organisations.	15 %
4.	To compile and produce both written and online resources (with input from subject specialists when required) to support the widening participation programme and/or faculty outreach.	10 %
5.	To represent the University of Southampton on internal and external committees as appropriate, and to attend relevant meetings as requested by your line manager to ensure areas of responsibility are appropriately represented and reported.	5%
6.	To be flexible and adaptable in the approach to work routines, undertaking other tasks, roles, and duties within Widening Participation & Social Mobility (WPSM) as may be assigned.	5 %

Internal and external relationships
<ul style="list-style-type: none"> Other members of the Widening Participation and Social Mobility department, professional service, and academic staff from across the University. Communication and collaboration with external partners including teachers, students, parents/supporters, schools, colleges, and community groups. PhD students, undergraduates, Student Ambassadors, Mentors, and groups of temporary staff during peak periods.

Special Requirements
<p>Ability to travel independently between work sites and attend meetings with participating schools and partner organisations throughout Hampshire.</p> <p>Capacity to work such hours as are required during peak times.</p> <p>Flexibility to take leave outside peak periods.</p> <p>Required to undertake an Enhanced Disclosure and Barring Service (DBS) check.</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge, and experience	<p>Good honours degree (or equivalent qualification and/or experience)</p> <p>Comprehensive knowledge of the secondary, tertiary and higher education sectors</p>	<p>Postgraduate qualification in Higher Education or related field</p> <p>Primary teaching experience</p>	Application, interview and presentation

	<p>Significant experience of working with students aged 10-17 in an educational environment</p> <p>Experience developing and designing activities and resources for students aged 10-17</p> <p>Experience in monitoring and evaluating projects to demonstrate measurable impact</p> <p>An understanding of the widening participation agenda with regard to schools, further and higher education</p> <p>Experience and understanding of inter-agency collaboration</p>	<p>Experience in Careers, Information, Advice and Guidance, or Youth Work</p> <p>Experience working with young carers</p>	
Planning and organising	<p>Proven experience in organising and scheduling events, activities and resources</p> <p>Capacity to set aims and objectives, plan and monitor own workload and establish time-lines and consistently review delivery against objectives</p> <p>Well-developed administrative and organisational skills with excellent attention to detail</p>	Experience of organising large-scale events in an educational environment	Application, interview and references
Problem solving and initiative	<p>Proven ability to analyse issues and break them down into component parts. Make systematic and rational judgements based on relevant information</p> <p>Demonstrate an understanding of both institutional policy and higher education policy in general; engage in developing new initiatives that support the development of activity</p> <p>Ability to seek and collate feedback and data from activities, analyse key findings and summarise recommendations for senior staff</p> <p>Creative and innovative approach to problem solving, strategic thinking and long-term planning</p>		Application, interview and references
Management and teamwork	Proven experience in setting clear objectives both in terms of own workload and for any staff under the post holder's supervision; to provide a positive environment in which to learn and embed best practice.	Experience of successfully managing and developing staff.	Application, interview and references

	Capacity to be flexible and adaptable in the approach to work routines; and to be able to readily accept changes in the way a function or job changes. This may involve taking on a different task, using a different system or process and working on peaks in another team.		
Communicating and influencing	<p>Effective partnership working and interpersonal skills are essential including:</p> <p>Proven ability to draft written reports, presentations and reports in a clear way that addresses key issues in a succinct manner</p> <p>Excellent interpersonal skills, formally and informally, with a wide range of stakeholders internal and external to the University</p> <p>Ability to motivate and communicate well with children and young adults and convey accurate information to a range in an appropriate, professional and concise manner</p> <p>Capacity to speak fluently and convey information to a range of stakeholders and adopt a persuasive and constructive style at all times, using empathy to understand the stakeholders' differing needs</p> <p>Excellent presentation skills and the ability to create presentations that presentations are focussed, accurate and meet the needs of the stakeholder group</p>		Application, interview and references
Other skills and behaviours	<p>A capacity for patience and understanding with stakeholders, always maintaining sensitivity to their needs, particularly at times of peak working under pressure</p> <p>Respect for cultural differences and awareness of how institutional ways of working need to adapt to suit the increasing diversity of student and staff groups.</p> <p>Be fully proficient in the use of the Microsoft Office suite of products.</p>		Application, interview and references
Special requirements	Ability to travel independently between work sites and attend meetings with participating schools and partner organisations throughout Hampshire.		Application and interview

	<p>Capacity to work such hours as are required during peak times.</p> <p>Flexibility to take leave outside peak periods.</p> <p>Required to undertake an Enhanced Disclosure and Barring Service (DBS) check.</p>		
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JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling	X		
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods	X		
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public		X	
Lone working	X		
## Shift work/night work/on call duties	X		