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| Last updated: | 15/03/2021 |

**JOB DESCRIPTION**

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| Post title: | **Project Facilitator** – Southern Universities Network (SUN) | | |
| Academic Unit/Service: | Student Experience Directorate | | |
| Faculty: | Widening Participation and Social Mobility | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Project Leader – Southern Universities Network (SUN) | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based with some home working | | |

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| Job purpose |
| University of Southampton is the lead and accountable institution for the Office for Students (OfS) funded Uni Connect programme.  Working to support, create and deliver activities and events for a secondary school and post-16 audience based upon the SUN core outreach programme including face to face workshops, residentials and virtual live delivery.  Working with the SUN Communications Officer, to develop and oversee the SUN social media presence. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To deliver a range of interactive face-to-face and virtual workshops and presentations to a variety of audiences within SUN partner schools and colleges, as stipulated in the SUN operating plan.  To liaise with SUN partner schools, colleges and stakeholders to coordinate the delivery of workshops and other SUN activity  To develop and maintain relationships with a small number of SUN partner schools. Liaising regularly to provide support and advice to the SUN single point of contact within schools.  To oversee the collection of data within the schools and colleges and to assist with the event reporting and monitoring of student engagement.  To ensure personal and sensitive data is handled and stored in accordance with the relevant data protection legislation. | 50% |
|  | To produce relevant marketing materials aligned to the SUN communication plans, to include e-newsletters and dedicated stakeholder-targeted social media, and create rich and engaging content for a variety of communication channels.  To provide a regular summary of communication metrics and liaise with external agencies to produce regular in-depth reports. | 30% |
|  | To organise and support events on-campus (including overnight student residential activities).  This will include, but is not limited to; training and directing the work of Student Ambassadors, delivering activities, 1:1 and group sessions with students, event organisation, relevant finance activity, liaising with schools or groups; and academic staff leading sessions or third-sector organisations. | 10% |
|  | To ensure the consistent planning and prioritisation of short and medium term work activities in response to agreed deadlines, reporting progress to the SUN Project Leader.  To complete administrative duties, within the SUN processes, ensuring accuracy and timeliness. This will include, but not limited to financial administrative activity, relationship management, data input, event administration and project report writing. | 10% |
|  | To be flexible and adaptable in the approach to work routines and undertaking any other duties that fall within the scope of the post as allocated by the SUN Project Leader following consultation with the post holder. |  |

| Internal and external relationships |
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| * Other members of the Widening Participation and Social Mobility Directorate at the University of Southampton; professional services and academic staff from across the University and the central SUN team at the University of Southampton. * Active collaboration with SUN Project Leaders, Project Facilitators and Project Assistants based at SUN partner institutions. * Communication with external partners including teachers, prospective students, parents/carers, schools, colleges, local authorities, Education Business Partnerships, Local Enterprise Partnerships, and third sector groups. * PhD students, undergraduates, Student Ambassadors, Mentors and groups of temporary staff during peak periods. |

| Special Requirements |
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| Required to undertake an Enhanced Disclosure and Barring Service (DBS) check. The role works with vulnerable disadvantaged students including overnight stays for student residential activities and some 1:1 activities.  Some attendance at meetings/ events outside normal working hours  Travel locally and outside region, with occasional overnight stays for student residentials  Have a current driving license/other suitable means of visiting various sites with relevant presentation /workshop material  Commitment to the integrity and confidentiality of all relevant data and processes  Due to the terms and conditions associated with the funding of the Uni Connect Programme the post-holder’s sole responsibility is to contribute to the work of the Southern Universities Network and not to undertake any recruitment, outreach or marketing activity on behalf of the University of Southampton. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Practical experience of delivery of workshops/activities. Including but not limited to students in compulsory education.  Successful experience of working with young people. This may have been in a community, voluntary or school setting.  Knowledge of a Higher Education environment gained through study. Please note that a degree is not required for this role, only the experience of a Higher Education environment from a student’s perspective.  Experience of delivering presentations or public speaking to a range of audiences.  Knowledge and understanding of the widening participation agenda.  Able to produce clear, accurate and concise written documentation  Experience of organising events, activities and resources. | Experience and/or knowledge of the British education system (pre- Higher Education level)  Experience of working in an office and / or customer service environment  Experience of design or development of websites and/ or social media outlets.  Experience of creating quality content to engage diverse audiences, including through digital channels, especially social media  Experience of copywriting for a range of communication channels | Application, interview and presentation |
| Planning and organising | Ability to plan a range of activities across different age ranges and on a variety of different topics.  Ability to monitor budgets and produce written reports.  Ability to plan and prioritise own short and medium term work activities within the guidance offered by the line manager.  Ability to monitor timescales and resources and report to the Line Manager issues, which cannot be resolved within standard daily operation. | Be proactive to the needs of schools and colleges ensuring the programme of activity is relevant and timely. | Application, interview and references |
| Problem solving and initiative | Ability to acquire and apply comprehensive knowledge on the level 4 qualification landscape and use that to inform the creation of appropriate activities and support for target students.  Ability to acquire and apply comprehensive knowledge of the Southern Universities Network / University of Southampton processes, procedures and systems.  Ability to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods.  Ability to advise internal and external organisations on basic Information | To deliver and develop information, advice and guidance activities for parents and influencers of school and college pupils. | Application, interview and references |
| Management and teamwork | Ability to work collaboratively across all partner institutions with others to plan and complete tasks.  Ability to supervise and mentor Student Ambassadors to ensure effectively delivery of the SUN programme.  Ability to solicit ideas and opinions to help form specific work plans.  Ability to contribute to team behaviors’ and interact effectively and sensitively with peers. Build effective social networks across the SUN team and the wider outreach team; sustain productive workplace relationships for the long term.  Flexible and adaptable in approach to work routines, have the ability to adapt quickly to change; be open to working with different teams/ individuals as the business demands.  Ability to keep abreast of changes within the secondary, further and higher education sectors. | Successful supervisory experience.  Able to manage relationships with external suppliers such as graphic designers and website developers.  Ability to support the Project Lead and Central team in monitoring budgets and producing reports to inform budget holders on project expenditure. | Application, interview and references |
| Communicating and influencing | Proven presentation and facilitation skills.  Excellent communication skills, both verbal and written including the ability to present effectively to diverse audiences.  Excellent interpersonal skills, formally and informally, with a wide range of stakeholders internal and external to the University and the network.  Ability to deal with sensitive information in a confidential manner.  Confidence to overcome challenges and keep an audience engaged throughout the delivery of workshop/presentations.  Ability to offer basic impartial advice or information to pre and post 16 students information to pre 16 and post 16 students. | Experience of writing reports.  Able to elicit information to identify specific customer needs and influence audience targeting procedures.  Able to advertise and provide basic online impartial advice and guidance to audiences. | Application, interview and references |
| Other skills and behaviours | Capacity for patience and understanding with stakeholders, always maintaining sensitivity to their needs, particularly at times of peak working under pressure.  Ability to provide input into the resource planning process to help ensure that finances are appropriately and efficiently monitored.  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.  An interest in Higher Education and desire to work in an education environment.  Ability to remain calm under pressure and to have the ability to resolve unexpected issues or problems that may arise.  Proactive approach to following the standards set for all staff and engagement in sharing best practice across the team.  Ability to work flexibly, including (within reason) flexible hours. | Be fully proficient in the use of the Microsoft Office and Adobe suite of products. | Application, interview and references |
| Special Requirements | Enhanced Disclosure and Barring Service (DBS) check.  Due to the nature of the work and the fact the post-holder would be expected, at times, to travel to rural locations, a driving license/other suitable means of visiting sites. | Proficient database user; be fully conversant with Microsoft Office suite products.  Proficient in using web based I.T solutions. | Application and interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| 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. |
| 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.

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| **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 |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| 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 |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |