

Pathways Project Officer

Job Ref: REQ17778

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

Marketing and Advancement is an exciting new division which brings together a wide range of teams spanning marketing, communications, web and digital, student recruitment, outreach, market research, international recruitment, creative services and print, and development and alumni relations.

Job Description

Job Grade: Administrative Services Grade 5

Job Purpose

Pathways is one of 29 national consortia working to deliver HEFCE's current widening participation scheme – the National Collaborative Outreach Project (NCOP). Working as a key member of the Pathways consortium (which is comprised of Loughborough University, University of Leicester, De Montfort University and University of Northampton) this role is to effectively deliver a range of bespoke outreach events and initiatives to raise awareness of routes into and opportunities offered by Higher Education. To work closely with colleagues across Marketing and Advancement, the wider University and the Pathways consortia to deliver and publicise proactively and professionally, a wide range of activities.

Job Duties

Project Management

- Develop a thorough understanding of NCOP, its aims and objectives and utilise this knowledge to drive work across all project areas
- Deliver a series of professional and effective initiatives to budget and in line with the Pathways operational plan this will include development of online resources, overseeing the recruitment and training of mentors and the coordination of on campus taster activities. When required this post holder will also represent the consortium, speaking at various school and college events and HE conferences.
- Work with and manage suppliers (internal and external) as required, seeking best value for money and service
- Work closely with other members of the Pathways consortium to devise innovative new approaches to outreach work that effectively meet the objectives of NCOP scheme

Monitoring and Evaluation

- Ensure that all Pathways initiatives are actively promoted to target cohorts. Ensure that participating students' data is collected and recorded accurately within the University's monitoring system (EMWPREP)
- Monitor and adapt events/activities to ensure return of investment and engagement levels meet consortia objectives
- Measure event success and provide regular updates and reports as appropriate

- Seek to ensure that promotional activity is considered and factored in to all stages of the events process to maximize opportunities

Liaison

- Develop positive and effective working relationships with contacts across the University and the Pathways consortium
- Ensure that feedback is used proactively to develop future events and respond in a timely and professional way to queries, requests and complaints from event attendees

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Senior Outreach Officer

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of project management and delivery in a range of contexts and settings	1,3
	Experience of using databases	1,3
	Experience of marketing and promoting events	1,3
	Experience of developing copy for resources	1,3
Skills and abilities	Excellent administrative and organisational skills	1,3
	The ability to devise, budget, plan, market and organise a range of initiatives	1,3
	Problem solving skills	1,2,3
	Tact, discretion and diplomacy	1,3
	Prioritisation and time management skills	1,3
	A proactive, innovative and enthusiastic approach	1,3
	Experience of team working as well as the ability to work under own initiative	1,3
	Attention to detail	1,3
	Proficient in Microsoft Office, particularly Word and Excel	1,3
	Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required
Qualifications	Educated to undergraduate degree level or equivalent	1
	Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace
	Flexibility to work out of hours as required	1,3
	Willingness to work occasional evenings and weekends	1,3
	Licensed to drive in the UK	1

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working in Higher Education	1

Conditions of Service

The position is full time, fixed term until 31 December 2018. Salary will be Administrative Grade 5 (£23,619 - £28,143 per annum) per annum, subject to annual pay award. Starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to David Hollis, Senior Outreach Officer by email on d.g.hollis@lboro.ac.uk or by telephone on +44 (0)1509 228837.

Applications

Deadline for application: **Tuesday 12 September 2017**, Date of interviews: **Wednesday 27 September 2017**.