

## **PATHWAYS HUB AND EVENTS ASSISTANT**

**REQ191108**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **Job Description**

**Job Grade:** Administrative Services Grade 3

#### **Background**

Pathways is one of 29 national consortia working to deliver the Office for Students' widening participation scheme – the National Collaborative Outreach Programme (NCOP).

NCOP focuses on 13-18 year olds living in particular geographic areas who choose not to go into Higher Education despite achieving or being on track to achieve the entry requirements. The programme started in January 2017 and aims to support the government's goals to:

- double the proportion of young people from underrepresented backgrounds in higher education by 2020
- increase by 20 per cent the number of students in higher education from ethnic minority groups
- address the under-representation of young men in higher education

More information about NCOP can be found at: [www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/national-collaborative-outreach-programme-ncop/](http://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/national-collaborative-outreach-programme-ncop/)

#### **Job Purpose**

Pathways is comprised of Loughborough University, DMU, University of Leicester, and Leicester College. The role will be part of the Hubs function within Pathways and will involve working closely in partnerships with schools, colleges and learners in target NCOP wards. As such the post-holder will work closely with NCOP staff at each of the partner institutions.

The internship provides an excellent opportunity for a graduate from any discipline to understand more about the Higher Education recruitment sector, widening participation and, significantly, event management. This opportunity will provide a number of high-level transferable skills, such as problem-solving and communication, experience liaising with staff and visitors from all backgrounds and levels, working on their own initiative, and organisation and planning skills. The post-holder will also gain digital skills in terms of maintaining websites/social media feeds and using databases.

#### **Job Duties**

The Pathways Hub and Assistant role will involve building and maintain effective relationships with target schools, colleges and learners via face-to-face meetings, attending events held at partner schools/colleges, conducting qualitative evaluation with targeted learners, as well as promoting a wide range of activities to targeted schools. Travel across Leicester and Leicestershire is expected.

The post holder will also be responsible for managing the Pathways website and social media feeds including Twitter, Facebook and Instagram. This could include creating effective social media campaigns, analysing engagement and click through and providing guidance on what works with our target audience.

The main duties and responsibilities are as follows:

- Visiting partner schools and colleges, building relationships to maximise engagement with events, workshops and presentations on Higher Education topics for target learners.
- Supporting on delivery of a series of programmes for school visits to campus and working closely with the team to promote and recruit schools to these programmes.
- Setting up Youth Advisory Panels in target schools and colleges to better understand the needs and interests of target learners. Feeding back findings to help inform wider programme design and delivery
- Working closely with the wider Pathways team to manage information and resources on our digital intervention, as well as take responsibility for effective social media campaigns on Twitter, Facebook and Instagram
- Undertaking any other duties appropriate to the post as may be required.

There may also be the chance to be involved in wider student recruitment work such as volunteering on Open Days, during Clearing and Graduation. Opportunities can be discussed in relation to workload and NCOP priorities.

Training and support will be available from internal sources and shared expertise, as well as external bodies and organisations such as UCAS, NCOP working groups and NEON (National Education Opportunities Network).

### **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**

As the post requires working with children under the age of 18, a satisfactory enhanced Disclosure and Barring Service check is required.

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.

## **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	Skilled in building and sustaining effective relationships with stakeholders	1,3
	Experience of using Microsoft Office (Powerpoint and Excel)	1,3
	Experience of dealing with multiple priorities and working to tight deadlines	1,3
Skills and abilities	Excellent attention to detail	1,3
	Excellent organisational skills	1,3
	Ability to work under minimum supervision, prioritise own workload, use initiative and manage deadlines	1,2,3
	Ability to engage people from a variety of backgrounds and age ranges in activities	1,2,3
	Positive attitude, self-motivated, and enthusiastic	1,3,
	Good mathematical competence and data analysis skills	1,3
	Excellent written and verbal communication/ presentation skills	1,3
	Licensed to drive in the UK	1
	Ability to work in a multidisciplinary team	1,3
	Excellent IT skills including word processing, spreadsheet and presentation software (eg Powerpoint)	1,3
Training	Demonstrate evidence of having undertaken further training	3
	Show a willingness to undertake further training and to adopt new procedures as and when required	3
Qualifications	Loughborough University undergraduate student on a placement year or a recent graduate	1
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3
	Commitment to observing the University's Equal Opportunities policy at all times	1,3
	An understanding of widening participation	1,3

#### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of event organisation	1,3
	Experience of working with young people	1,3
Skills and abilities	Ability to use Microsoft Publisher	1,3

#### Conditions of Service

The position is **full-time** and **fixed-term** for 10 months. Salary will be on Administrative Services Grade 3, (£18,009 - £20,130 per annum) at 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 Grades 1-5 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/>