

## **ADMINISTRATIVE ASSISTANT (EMWPREP) (Initially fixed term to 31 July 2023)**

Job Ref:REQ220225

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **School/Department summary**

The East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP), based at Loughborough University, is a non-profit making collaboration of Higher Education providers and partnerships. Our partners work with schools and colleges to target students who are under-represented in higher education and provide interventions which seek to widen access and support equity of opportunity. EMWPREP provides its partners with monitoring and evaluation services which allow them to identify the effectiveness of their widening participation (WP) and recruitment interventions, and facilitates the tracking of learners throughout their educational lifecycle.

### **Job Description**

#### **Job Grade**

Administrative Services Grade 4 (part-time 15 hours per week)

#### **Job Purpose**

EMWPREP are looking to appoint an organised, flexible and driven individual to provide administrative support to the EMWPREP Core Team and colleagues working at partner institutions in the area of widening participation in higher education.

In all tasks use of initiative, problem solving skills, as well as tact and discretion are required. The postholder will also be required to demonstrate flexibility by responding promptly and positively to regular interruptions to workflow.

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. This role may on occasion involve travel and scheduled meetings outside of the EMWPREP host institution.

#### **Job Duties**

- To help support the EMWPREP office on a day-to-day basis to ensure that it runs effectively and efficiently, including but not limited to making travel arrangements and maintaining paper based and on-line filing systems.
- To handle routine financial procedures such as raising invoices / purchase orders
- To support enhancement of the profile of the partnership through maintaining and updating the website and social media accounts
- To lead on the production and dissemination of the EMWPREP e-newsletter
- To organise and minute EMWPREP Strategic management Group meetings, annual partner review meetings and any other ad hoc meeting requests.

- To assist the Partnership Manager and Database Officer in organising research interviews and focus groups with teaching professionals, HEI practitioners, university student ambassadors and school/college students.
- To input evaluation questionnaire data using MS Excel. This will also involve data cleaning and accuracy checking.
- To assist in the production and dissemination of data reports for partners related to outreach activities and participants recorded on the database.
- Plan and organise own workload to ensure that all project requirements are met to strict deadlines.
- To use initiative, problem solving skills, as well as tact and discretion when undertaking tasks, and be able to demonstrate flexibility by responding promptly and positively to regular interruptions to workflow.
- To provide support and cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures.
- Any other duties commensurate with the level of the post, as directed by the EMWPREP Partnership Manager.

### **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 EMWPREP Partnership Manager.

## Person Specification

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 working within an office environment	1,3
	Experience of working as part of a team	1,3
	Experience of organising meetings and note taking	1,3
Skills and abilities	Excellent communication, inter-personal skills and able to deal with a variety of people in a professional manner	1,2,3
	Excellent level of general ICT skills	
	Good general level of numeracy	1,2,3
	Initiative, flexibility and the ability to adapt to a rapidly changing working environment and the needs of colleagues	1,3
	Proven ability to be proactive, prioritise tasks, learn independently, and solve problems	1,3
	Excellent time management skills including a proven ability to plan and organise own workload and work on a range of tasks to meet tight deadlines	1,3
Training	Proven ability to work independently and within a team setting	1,3
	Excellent attention to detail, ability to work with accuracy and proof reading skills	1,2,3
	A willingness to undertake further training as necessary	1,3
Qualifications	A Level or equivalent	1,3
	GCSE Maths and English (or equivalent) at grade c or above	1,3
Other	A willingness to work flexibly according to the demands of the post	1,3
	Valid licence for driving in the UK and willingness to travel as required.	1,3
	Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times	1,3
	Commitment to the University's Equal Opportunities policy at all times	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in the higher education setting	1,3
	Experience of partnership working in a cross-sector context	1,3
Skills and abilities	Familiarity with WordPress or similar packages and an ability to maintain a website	1,3
	Familiarity with social media and an ability to maintain accounts.	1,3
Other	Awareness of and interest in issues relating to widening participation	1,3

## Conditions of Service

The position is part time and fixed term until 31 July 2023. Salary will be on Administrative Services Grade 4 (£21,135 to £24,871 per annum pro rata), at a starting salary to be confirmed on offer of appointment.

This position is available on a part-time basis, 15 hours per week, preferably over three days. The post holder, along with the current core team, will be expected to work dynamically from our office base on Tuesdays. The EMWPREP office is closed on Mondays.

As the post-holder will be required to work with and handle personal data of young people, a satisfactory Disclosure and Barring Service (DBS) check (previously CRB checks) is required. For more information, please see <https://www.gov.uk/disclosure-barring-service-check/overview>

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 Emma Church, EMWPREP Partnership Manager by email at [E.Church@lboro.ac.uk](mailto:E.Church@lboro.ac.uk) or by telephone on 01509 223462.

## Applications

The closing date for receipt of applications is Friday 25<sup>th</sup> March 2022. Interviews will be held on Tuesday 5<sup>th</sup> April 2022.