

Pathways Assistant

Job Ref: REQ260475

School/Department summary:

Pathways is one of 29 national partnerships working to deliver the Office for Students (OFS) current widening participation scheme – Uni Connect. Working as a key member of the Pathways partnership (which is comprised of Loughborough University, University of Leicester, De Montfort University, Loughborough College and Leicester College) this role is to effectively signpost to outreach information and opportunities across the county and deliver a range of bespoke outreach events and initiatives to raise awareness of routes into and opportunities offered by Higher Education.

Job Description

Job Family and Grade: Administrative Services Grade 4

Job Purpose

The post holder will work with colleagues across Marketing and Advancement, the wider University and partner organisations to support schools across Leicester, Leicestershire and Rutland, helping students access opportunities that support their educational progression. They will develop and deliver outreach activities, maintain strong relationships with schools and community partners, and contribute to the monitoring, evaluation and promotion of Pathways programmes to ensure they meet local needs and maximise impact.

Job Duties:

- To work with a caseload of partner schools and colleges to support students to understand the progression routes they can follow into higher education.
- Deliver the suite of Pathways talks and workshops at the dates and times agreed in a school action plan (the development of the action plan will be the responsibility of the Pathways management team).
- Develop and amend presentations, information resources and workshops as needed to meet the needs of the audience.
- Signpost learners, staff and anybody who requests additional information to the Pathways website and to any outreach being offered by university and college partners or other third parties.
- Support with planning, administration and delivery of larger scale events and projects as required.
- To represent Pathways at a range of activities/interventions across the county
- Promoting awareness of the Pathways Partnership amongst school and college staff

- Be an advocate during public encounters and meetings for progression into Higher Education and the opportunities that this opens up.
- Encouraging attendance at Pathways funded events and programmes as well as those run by partner institutions.
- Working closely with the wider Pathways team to manage information and resources on our digital intervention
- Work as part of a team to develop effective social media campaigns.
- To make suggestions to help schools and Pathways meet specified objectives.
- To proactively generate ideas, input and content as required for key publications, social media and online use.
- To liaise with the School and College Liaison Team at partner institutions to secure additional support as required for events.
- Ensure that participation data is collected securely and in accordance with GDPR.
- Input participation data onto HEAT (Data Monitoring Platform).
- Ensure that all work is evaluated against the objectives that have been set under the direction of the Pathways Evaluation and Operations Manager. Work with support to develop appropriate evaluations for any projects that are developed for a particular school or audience and ensure that they are carried out effectively.
- Undertake any other duties appropriate to the post as may be required.

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 outlined in the document.

Organisational Responsibility

Reports to the: Pathways Engagement Manager

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Skilled in building and sustaining effective relationships with stakeholders	1,3
	Experience of using Microsoft Office (Outlook, Powerpoint and Excel).	1,3
	Experience of dealing with multiple priorities and working to tight deadlines.	1,3
Skills and abilities	Good 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
	A full clean driving license	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	Educated to degree level	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 research and interrogate data sets to determine outcomes/finding.	1,3
	Ability to undertake qualitative evaluation including write surveys and hold focus groups	1,3

Disclosure and Barring Service Check: This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for a Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every person's right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We 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.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.