

Uni Connect Targeted Outreach Officer

21 hours per week, working pattern negotiable. Consideration will be given to a term time only position if candidate meets the required criteria, salary will be adjusted accordingly
Fixed term contract until end of July 2022, start date as soon as possible

Information for Candidates

THE POST

Please see the job description and person specification below.

TERMS OF APPOINTMENT

Salary is £10,106.00 (£33,688 per annum pro ratad to 3 days per week, 6 months) to be paid into a bank or building society monthly in arrears.

Working pattern is negotiable. Overtime is not normally payable but time off in lieu may be given.

The post holder will be expected to work remotely when not working directly in school(s). They will be based at Kemnal Technology College for at least one day a week (minimum), but may also by agreement be required to work on the premises of other identified schools in the area.

Leave entitlement is 7.5 days across the 6 month period plus Bank holidays.

Aimhigher London will take up references for the successful candidate

This position has a requirement for Disclosure and Barring Service check (DBS.) The DBS Application Form will be provided once the selection process has been completed.

All applications must be in the form of a CV together with a covering letter outlining why you are suitable for the position and sent by email **Reference: UniConnect Targeted Outreach Officer** m.ellis@kingston.ac.uk by **5pm Monday 31st January 2022**

Interviews will take place via MS TEAMS on: Monday 7th February 2022

For an informal discussion about the post, please contact Mark Ellis initially by email at m.ellis@kingston.ac.uk

JOB DESCRIPTION

Job Title	Uni Connect Targeted Outreach Officer	Reports to	Uni Connect Project Manager (Schools Outreach)
Salary	£10,106.00 £33,688 per annum Pro rata 3 days per week, 6 months	Contract	Fixed Term until July 31st 2022
<p>Background</p> <p>Aimhigher London is a partnership of state-funded schools, colleges, local authorities, higher education providers and employers working collaboratively. We are committed to creating opportunities for young people from all backgrounds to stay in education and progress through equal access to higher level skills (including Higher Education and apprenticeships). We work in partnership to engage young people, with little knowledge or experience of higher level skills, in outreach activities. These activities are designed to increase aspirations, raise awareness and support the transition of young people so they can make informed choices about their future. We work with young people, their families/carers and key support personnel from Key Stage 3 to post 16.</p> <p>Part of Aimhigher London’s remit is to deliver a progressive and sustained programme of outreach activities in collaboration with its partner HEIs through the Uni Connect Programme. The Uni Connect Targeted Outreach Programme focuses on local areas where higher education participation is lower than might be expected given the GCSE results of the young people who live there.</p> <p>Aimhigher London, together with AccessHE and Linking London, comprise London Uni Connect. Collectively we deliver and broker progressive and sustained outreach activity in order to support the government’s social mobility goals to increase the number of young people from underrepresented groups who go into higher education.</p>			
Job purpose			
<p>The purpose of this role is to support identified schools in Bexley and Bromley boroughs to maximise engagement of target learners in LPP activities by:-</p> <ul style="list-style-type: none"> • Ensuring they are making the most of the LPP programme and network activities where these meet their needs • Supporting school staff tasked with the administration and organisation of the LPP in their school • Facilitating access to programme activity (eg, group work sessions to ‘gap’ ward learners) 			
Roles & Responsibilities			

You will:-

- Report to and maintain regular contact with the Uni Connect Project Manager (Schools' Engagement)
- Build and maintain positive relationships with secondary schools in the Bexley, Bromley and Greenwich area which take part in the Uni Connect programme
- Help schools identify 'gap' ward learners and assist with the registration of these learners on the LMS
- Ensure that schools are enabling 'gap' ward learners to make full use of Aimhigher London's Learner Progression Programme and the resources on the LMS
- Assist with group sessions of the target cohort to support the coordinator's delivery of LMS online units
- With school staff, accompany learners who attend LPP events from school and back again, assisting with safeguarding, and encouraging them to take an active part in activities
- Work collaboratively with the wider AHL team to support the delivery of the LPP
- Work closely with the Parental Engagement Lead to help engage parents of the learners who take part in the LPP
- Contribute to monitoring, evaluating and reporting on outcomes and impact.
- Perform any other duties which fall within the scope of the post as allocated by the line manager following consultation with the post holder.

Person Specification

Knowledge & Qualifications	Essential	Desirable
1. Graduate or equivalent experience.		✓
2. Awareness of issues and barriers relating to the progression of learners from underrepresented groups into higher level skills	✓	
Experience	Essential	Desirable
3. Experience of working in Careers Education, Information, Advice and Guidance (CEIAG)		✓
4. Experience of working with teaching and non-teaching staff	✓	

5. Experience of working face to face with young people	√	
6. Experience of working independently and under own initiative	√	
7. Proven track record of achieving outcomes	√	
Skills & Competencies	Essential	Desirable
9. Excellent communication skills, both verbal and written	√	
10. Excellent organisational skills	√	
11. Ability to engage young people and develop trust	√	
13. Ability to prioritise work and to work to deadlines whilst maintaining high standards.	√	
14. Knowledge and experience in using Excel, Word, Outlook, and Office 365	√	

Personal attributes and aptitudes	Essential	Desirable
16. Excellent presentation and interpersonal skills and the ability to communicate with a wide range of people at different levels	√	
17. Comfortable with working remotely while maintaining effective communications with line manager	√	
18. Organised, accurate and methodical approach to work	√	
19. Collaborative, pro-active, approachable and adaptable	√	
20. Interest in tackling obstacles and finding solutions	√	
Other	Essential	Desirable
22. A full valid UK Driving Licence and car for business use		√
23. Willingness to travel to different locations to work	√	
24. Able to work from home if necessary	√	
24. Required to undertake an Enhanced Disclosure and Barring Service (DBS) check	√	

Important working relationships		
Uni Connect Director Uni Connect Project Manager Uni Connect Parental Engagement Lead Uni Connect School Coordinators Uni Connect School teaching and non-teaching staff		