Aimhigher London Job Description

Programme & Project Delivery Lead (PT)
Freelance: equivalent to 2.5 days per week (17.5 hours a week)

Reports to: Head of Programmes / Director
Contract: Freelance, fixed term (Feb-July)
Days: flexible working pattern

Location: Hybrid (remote and London-based delivery)

Fee: [Day rate: £270; £675 – 17.5hrs/2.5 days a week]

Purpose of the Role

To coordinate and deliver *Uni Connect* programme activities across schools and universities integrated into Aimhigher London activity, ensuring high-quality, inclusive events and measurable impact for learners from under-represented backgrounds.

The role combines practical delivery and leading on the coordination of events and programme activity with responsibility for collecting, and reporting evaluation data. Working closely with the Head of Programmes, the Schools' Manager and Director, the postholder will ensure that activities meet agreed objectives, align with Aimhigher's evaluation framework, and contribute to the wider Uni Connect goals.

Key Responsibilities

Programme Delivery

- Plan, coordinate and deliver *Uni Connect* and Finding Futures outreach activities, including in-school, online, and on-campus events with team members
- Plan, coordinate and deliver *Uni Connect* SEND learner and practitioner CPD and parent webinar activity with the Disability Working Group and support delivery in person for these events.
- Plan, coordinate and support delivery of AHLs Practitioner Awards event, including liaising with delivery partners to confirm logistics, attendance, and event content.
- Introduce and deliver content as and where agreed.

- Ensure all activities meet safeguarding, health and safety, and accessibility standards.
- Produce short post-event summaries and reflections highlighting reach, feedback, and learning.

Evaluation and Monitoring

- Collect, manage, and analyse qualitative and quantitative data in line with Aimhigher's Evaluation Framework and Theory of Change.
- Contribute and support coordination of reporting impact and data returns for Uni Connect monitoring as required
- Maintain accurate records of engagement on HEAT (Higher Education Access Tracker) ensuring compliance with GDPR.
- Contribute to continuous improvement by sharing evaluation insights and learner feedback with the wider team.

Project Coordination

- Work with the Head of Programmes to maintain an overview of project timelines, budgets, and delivery milestones.
- Support communication between Aimhigher staff, university partners, and schools to ensure smooth coordination.
- Assist with producing materials or content for events, including briefings, agendas, evaluation forms and participant packs.
- Support the Head of Programmes with internal reporting, including regular activity updates.

Communications and Marketing

- Provide copy or updates for newsletters, reports, or website features on programme activities.
- Liaise with designers or marketing contractors to produce event collateral and resources.

Safeguarding and Inclusion

- Uphold Aimhigher London's safeguarding policy and act as a point of contact for reporting any concerns.
- Promote inclusive practice across all programme delivery, ensuring accessibility for SEND and care-experienced learners.

Person Specification

Essential

- Experience in coordinating and delivering educational or widening participation projects.
- Excellent organisational and event-management - strong attention to detail.
- Experience collecting evaluation data (quantitative and qualitative).
- Confident communicator with schools, colleges, and delivery partners.
- Strong written and digital communication skills, including proficiency in Microsoft Office/Teams.
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Understanding of barriers faced by under-represented learners in progressing to higher education.
- Commitment to equality, inclusion, and safeguarding.

Desirable

- Knowledge of Uni Connect, widening participation, or outreach programmes.
- Experience using CRM or data systems (eg, HEAT, Excel dashboards).
- Experience producing short evaluation reports or impact summaries.
- Awareness of school priorities (Gatsby Benchmarks and school CEIAG frameworks).
- Awareness of University priorities (Access and Participation Plans)

Key Relationships
- Head of Programmes
- Director
- Schools Manager
- Schools and partner university staff
- Practitioners and Disability working group
- Event support

Additional Information
- The role will be delivered on a freelance basis; fees and working days to be agreed based on project needs.
- Occasional evening or event-day work may be required (with notice).
- Travel expenses will be reimbursed in line with Aimhigher London policy.