



## JOB DESCRIPTION

<b>Post:</b>	<b>OUTREACH OFFICER</b> <b>South West Uni Connect (formerly National Collaborative Outreach) Programme</b>
<b>Responsible to:</b>	NSSW Institutional Representative
<b>Salary:</b>	£28,456 pro rata (£19,509 per annum) Fixed Point 29 30 hours per week. 38 weeks per year Fixed term until 31 July 2024
<b>Conditions of Service:</b>	Truro and Penwith College
<b>Main Purpose of Job:</b>	<p>Under the direction of the Next Steps South West Institutional Representative and the Next Steps South West (NSSW) County Team Leader, the role holder contributes to the delivery of a customer-focused, cost-effective and efficient collaborative outreach service. As a member of the extended NSSW team, the role holder will be responsible for working within the partner institution to maximise institutional contribution into the programme and ensure collaboration across the consortium.</p> <p>The NSSW outreach project is part of the Uni Connect programme funded by the Office for Students (OFS), who aim to increase the progression of students from disadvantaged backgrounds into Higher Education across Devon, Cornwall and Somerset through collaboration between partner institutions and external organisations.</p> <p>In collaboration with a range of internal and external stakeholders in Devon, Cornwall and Somerset, the role holder works with potential students and those who influence them in making a well-informed choice of university and programme, through delivery of events, activities and new initiatives.</p> <p>The job will include the need to work at different school and college locations within the county and, very occasionally region, and may involve working outside of school hours in evenings and weekends with TOIL agreed. The role will include online and in person delivery to students and other stakeholders.</p>



- Specific Duties:** Contributes to the delivery of an effective and flexible outreach service, offering support, training and guidance as appropriate, taking strategic direction from the central NSSW team.
- Focus on the delivery of NSSW core projects in T&PC and schools and colleges (allocated by Cornwall Team).
- Works with the In Schools Coordinator focusing on key curriculum areas within the college to engage target students.
- Works with the Truro and Penwith College Student Ambassador Coordinator to coordinate the use of student ambassadors at NSSW activities.
- Works across partner institutions to deliver collaborative activities particularly in FE colleges and schools year 12 and 13.
- Contributes to the development and delivery of institution-based consortium materials and events specifically tailored to NCOP targeting.
- Liases with and supports NSSW contacts in schools.
- Increases attendance of NSSW target students at institutional events such as Open Days.
- Engages with counterparts in other NSSW partner institutions to gain familiarity with other Consortium institutions and to share best practice.
- Organises meetings, visits and events, coordinating calendars, paperwork, facilities and associated arrangements so that activities run smoothly.
- Liases with the Central and Cornwall NSSW team for guidance on marketing communications, financial reporting and evaluation to process and issue information, correspondence and documentation in line with the NSSW service.
- Attends NSSW training and information events.
- Is fully conversant with Truro and Penwith College operating processes to enable autonomous working.
- Contributes institution-specific information for the NSSW website.
- Prioritises and makes task-related decisions within designated activities.
- Works with the Institutional Lead for NSSW and the NSSW team at Truro and Penwith College to strategically manage the project internally and externally.



Ensures all activities undertaken are in compliance with the institution's Safety Policy.

Acts in a way that demonstrates the institution's commitment to Equality and Diversity for staff, students and partners

**Measures of Success:**

Successful delivery of key priorities and objectives agreed as part of the University's Performance Development Review.

Meeting the defined outcomes for individual projects and meeting the overall requirements of the Office for Students.

**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.



General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## PERSON SPECIFICATION OUTREACH OFFICER

Ideally, the person appointed will have the following skills and experience:

### **Knowledge, Education & Training:**

- Hold a teaching qualification
- Numeracy and literacy at secondary education level (or equivalent demonstrable experience)
- Educational attainment at higher education level (or demonstrable equivalent experience)
- Good working knowledge of relevant Microsoft Office software

### **Experience:**

- Working with the target age group or within a higher education or further education environment
- online and face to face delivery
- Office administration
- Planning, organising and running events
- Working as part of a team
- Project management
- Delivery of training and/or workshops to small and large audiences of adults and to the target age group

### **Skills:**

- Effective verbal and written communication skills including presentational skills
- Placing a continuous emphasis on internal and external customer satisfaction
- Data and financial reporting
- Ability to work effectively as part of a team and independently
- Ability to build relationships with a diverse range of stakeholders

### **Plymouth University's Behaviours:**

- Demonstrates Self-Leadership
- Develops self and others to deliver
- Leads and operates effectively in times of change and ambiguity
- Builds and secures value from relationships
- Drives innovation and action
- Creates and contributes to a shared vision
- Demonstrates sound business judgement

### **Special Conditions:**

- There will be a requirement to work weekends and evenings when specified which includes supporting events and activities
- There will be a requirement to travel and work away from campus
- There is a requirement to attend meetings and events at locations not easily accessible using public transport

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.