**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the RVC in consultation with the post holder.

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| **Job Title:** Widening ParticipationProjects Officer | **Job ref no:** RVA-0172-23 |
| **Grade:** 6 (0.6 FTE) | **Department:** External Relations |
| **Accountable to:** Head of Student Recruitment & Widening Participation | **Responsible for:** N/A |

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| **Job summary:**  The Widening Participation Projects Officer is a key member of the Student Recruitment & Widening Participation team that works closely with colleagues in External Relations including Community Relations and Public Engagement colleagues to help deliver outcomes on collaborative projects proactively, seeking out synergies in planning and delivery, which will contribute to department budget and time efficiency. A key responsibility is to facilitate pupil/student progress and in particular support the planning, delivery and evaluation of pre-GCSE attainment projects and teachers engagement in support of the Access & Participation Plan (APP) and future iterations of projects contained therein.  The role holder will lead in liaison and advice to ensure that Widening Participation (WP) objectives and responsibilities are embedded within all student recruitment activities, in line with the Access & Participation Plan, in order to achieve the objective of attracting and recruiting a diverse student population, no matter their background, across our undergraduate and postgraduate pathways in line with current and evolving institutional objectives and targets*.* With this in mind, the post holder will also be responsible for proposing, designing and developing both new and existing activities that inspire prospective students from a Widening Participation background to apply and enrol at the RVC.  The post holder will work in partnership with RVC staff, schools and individuals at local, regional and national level, is based at the RVC’s Camden Campus, but will also be required to attend the Hawkshead Campus, and activities off site at community, school and public events.  Integral to all responsibilities will be the collection and analysis of data in order to report on and develop Widening Participation projects as well, as contributing to the Access & Participation Plan, and submissions to internal and external stakeholders including the OfS. |

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| **Competency: Service Delivery**  Key tasks:   * Working with the Head of Student Recruitment & Widening Participation and the Public Engagement Manager develop and deliver new and existing networks of teachers / schools / interested individuals. * Managing operations, evaluating and reporting on the in-school and online Pre-GCSE Attainment Raising Programme to agreed budgets and against targets. * Support the implementation of Widening Participation (RVC For All) strategy through active consultation and engaging with staff in a process of positive evolution. * Embed WP objectives/responsibilities, in line with the Access & Participation Plan, throughout all student recruitment activities/interventions. * To lead on the evaluation and development of outreach and WP designed to increase the applications and enrolment of WP students at the RVC utilising CRM data and other data insights to evaluate success. Examples include, but are not limited to, Afternoon Anatomy, Animal Academy, Animal Aspirations, Biology Stars and vacation schools. * Developing and implementing an approach to ensure that colleagues are aware of Widening Participation targets; so that they considered throughout all activities/interventions. * To collaborate with the Fundraising and Learning & Wellbeing teams to ensure that scholarships are developed in support of the recruitment of under-represented students to the RVC. * Work to provide targeted and tailored content/opportunities for the RVC For Teachers network. * To manage relationships with supporting partners or associates that have the potential to improve the application and enrolment of student from a WP background to the RVC and, where necessary, support the delivery of their work. Examples include, but are not limited to, Animal Aspirations. |
| **Competency: Communication**  Key tasks:   * To devise and deliver innovative data-led new programmes with the focus of Widening Participation recruitment, through liaison with a range of stakeholders at RVC and externally. * To work with and communicate with teachers and individuals to book and organise the delivery of programmes and ensure best practice in delivery and evaluation. * Maintain strong professional relationships with internal RVC departments to abreast of current developments and work in order to be able to effectively represent our work. * Proactively build effective relationships with key external stakeholders, particularly school and college staff, demonstrating excellent communications, influencing and networking skills. * To effectively communicate event logistics with all stakeholders including external contacts, partners, teachers from a range of schools, pupils and RVC staff to ensure an efficient and successful delivery. |
| **Competency: Planning & Organisation**  Key tasks:   * To work with the Head of Student Recruitment & Widening Participation and Widening Participation Development Manager to plan and develop a range of new (including pre-GCSE attainment) and existing Widening Participation projects. * Manage own workload proactively; identifying problems and presenting innovative solutions. * Ensure all projects are objective-led, measured, reported and evaluated. * Successfully manage multiple projects at the same time; meeting both deadlines and objectives. * Organise events within budget and in line with the RVC Events Policy (and others as appropriate), considering both internal and external factors. Ensuring that they can be resourced, staffed and are focused on achieving departmental/RVC objectives. * Ensure the effective recruitment, allocation, support and leadership of colleagues involved in all of the WP projects responsible for. * A logical, thorough and process driven approach to all working practices in line with regulatory compliance policies. Examples include, but are not limited to; General Data Protection Regulation (GDPR), Competition and Markets Authority (CMA) and Data Protection Act (DPA). |
| **Competency: Analysis & Research**  Key tasks:   * To evaluate the impact of the RVC Widening Participation Projects, in line with objectives, and make recommendations for changes based on this evidence. * Liaise with colleagues across the organisation to provide advice and gain information/evidence of WP (particularly APP) related activities to contribute to quarterly reports. * To have significant involvement in the collection, collation and analysis of data relating to the RVC Access & Participation Plan, and submissions to internal and external stakeholders including the Office for Students (OfS). |
| **Competency: Teamwork & Motivation**  Key tasks:   * Be proactive and passionate in representing the RVC; embodying the values and behaviours of the institution at all times. * A committed desire to support the prospective student journey from first point of contact to enrolment, no matter their background/location. * Fostering effective and supportive relationships with staff across External Relations and other departments to ensure effective working towards targets. * Be a role model for institutional collaboration; working across the Student Recruitment & Widening Participation Team and Community & Public Engagement. * Provide appropriate training and support to staff members involved in APP related tasks. * Ensuring that the training and management of Student Ambassadors results in Widening Participation considerations being embedded within an ambassadors mindset and all activities that they support. * To feed into the RVC External Relations directorate’s shared goals and be an engaged member of the team. |
| **Competency: Initiative and Problem Solving**  Key tasks:   * Adopt a reflective approach to develop both oneself and others. * To actively contribute to the planning and evaluation of the Access & Participation Plan; ensuring that all Student Recruitment & Widening Participation work is aligned with this and any additional internal objectives. * To pro-actively review and extend the RVC’s profile in widening participation. * To listen to feedback from internal and external stakeholders and communicate this within the team to be able to provide insight to help develop and amend ways of working, interventions and activities. * Foresee and identify challenges that may arise as a result of changes in policies or procedures (internally or externally) and provide innovative solutions. * To maintain professionalism and excellent service when problem solving; especially when dealing with challenging situations that require embracing change to successfully negotiate. |
| **Flexibility:**   * To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |