

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 24 February 2019

Interviews are planned for: Week commencing 04 March 2019



JOB DESCRIPTION – Job ref REQ02348

Job Title and Grade:	Collaborative Outreach Officer Grade 7
Contract:	Fixed-term, full-time. This post is fixed term until 31 July 2019. The post is fixed-term because it is externally funded. This is likely to be extended until July 2021, and final confirmation will be available in April 2019.
Hours:	A notional minimum of 36 hours per week
Salary:	£30,395 - £33,199 per annum
Department/Section:	Communications and External Relations
Responsible to:	Director of Communications and External Relations
Reports on a day to day basis to:	Senior Collaborative Outreach Officer
Purpose of job:	To develop and deliver a variety of outreach projects to school/college students in years 1-13, as part of Make Happen, the Essex consortia of the National Collaborative Outreach Programme. Build strong links with the schools and colleges in the local area and understand what their needs are to raise participation to higher education from low progression areas. The role will be remotely based.

Duties of the Post:

The main duties of the post will include:

1. Developing, organising, and delivering widening participation outreach events for school/college students in years 9-13 and parents/carers and teachers.
2. Build and maintain strong links with the schools and colleges in the local area and understand what their needs are.
3. Coordinate and deliver a programme of activity for the local schools and colleges which meets the aims of Make Happen.
4. Work with the Make Happen team to coordinate a range of activities that complement each other and meet the targets of the network.
5. Work with outside agencies and educational institutions in Essex to support outreach activities, for example third sector providers.
6. Providing advice, delivering presentations and developing appropriate resources to give guidance on Higher Education.
7. Ensure all activity is accurately evaluated, targeted and tracked.
8. Attending outreach events and representing Make Happen and all partner HEIs within external forums.
9. Giving presentations across Essex and the region on outreach to colleagues in the educational sector, related organisations and members of the public, in a variety of educational settings and at a time convenient to participants.



10. Managing events for young people, including responsibility for safeguarding in line with the University's policy and safeguarding guidelines, undertaking comprehensive risk assessments and meeting University, school and local authority requirements.
11. Potential to line manage an Outreach Assistant as the project progresses.
12. Any other duties as may be assigned from time to time by the Director of Communications or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

February 2019

PERSON SPECIFICATION

JOB TITLE: Collaborative Outreach Officer
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Qualifications /Training

	Essential	Desirable
▪ Degree or equivalent qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Child protection/ safeguarding training	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of arranging education projects, activities or events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working within the education sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working within the higher education sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working with diverse groups of young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An understanding of the school curriculum at key stage 3 to 5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of public speaking, preferably to a range of school aged audiences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A knowledge and understanding of the OfS National Collaborative Outreach Programme (NCOP)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of widening participation and access and the changing higher education agenda.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent written, oral and presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to use Microsoft Word, Excel databases and PowerPoint.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work under pressure and to tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Flexibility, adaptability and the ability to work on own initiative and as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to conduct and write risk assessments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Being able to prioritise workload and work on multiple tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Possession of a full UK-valid driving licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to travel within the county of Essex	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to work outside of normal office hours when required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to fulfil the requirements of a DBS Disclosure check	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

ADDITIONAL INFORMATION

Communications and External Relations

You can find more information about the department at the following <http://www.essex.ac.uk/cer/> and for further information about National Collaborative Outreach Programme at <https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/national-collaborative-outreach-programme-ncop/> and Make Happen at www.makehappen.org

General information

Ability to travel using own transport across the region is an essential requirement of the post.

Informal enquiries may be made to Gunda Walendy, Collaborative Outreach Manager (telephone: 01206 873119 e-mail: Gunda.walendy@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeParkDayNursery.co.uk
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 876559
Email: resourcing@essex.ac.uk

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