



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**National Collaborative Outreach Programme (NCOP) Administrator, Go Higher West Yorkshire 0.4 fte**



**Salary: Grade 4 (£19,202 – £22,017 p.a. pro rata)**

**Reference: SESAR1197**

**Fixed-term until 31 July 2021**

**We will consider job share or flexible working arrangements**



# **National Collaborative Outreach Programme (NCOP) Administrator 0.4 fte Go Higher West Yorkshire, Educational Engagement**

**Are you highly organised with excellent administrative skills? Do you have an interest in helping support young people to access Higher Education?**

Go Higher West Yorkshire, a partnership of Higher Education Providers in West Yorkshire working together to ensure that no one's background is a barrier to them accessing higher education.

As a confident and capable administrator you will work within the existing NCOP administrative team to support the effective running of the project in this varied and rewarding role. You will provide administrative assistance across a range of activities, organising meetings, workshops and events, and supporting the development and delivery of activities, ensuring that things run according to plan. You will help to set budgets and ensure invoices are paid in a timely manner. You will also support the monitoring of our activity, evaluation and feedback.

You will be first point of contact for a wide range of stakeholders including project staff and managers, external suppliers and various departments within partner schools, colleges and universities.

You will work accurately with attention to detail, with excellent communication skills and an enthusiasm for working in the area of Widening Participation.

The post will be based in the Go Higher West Yorkshire team, located on the University of Leeds campus. You will be required to work on a flexible basis, including travel to alternative locations and occasional evening/weekend work.

## **What does the role entail?**

As a NCOP Administrator your main duties will include:

- Acting as first point of contact for, and communicating with, internal and external project stakeholders including Go Higher West Yorkshire staff, partner organisations, external suppliers, schools and colleges, young people and parents/carers;



- Assisting with management of the sourcing and raising purchase orders for services;<sup>[AT1]</sup>
- Working closely with University of Leeds finance and purchasing teams, and schools and partners to answer financial queries;
- Maintaining accurate internal financial records and project information to support monitoring
- Collating of data to be presented in a useable format
- Supporting the team in the organisation and delivery of events and activities;
- Organising, supporting and taking minutes at meetings and workshops;
- Maintaining excellent contact with NCOP project staff and provide support for reports and updates;
- Maintaining administrative processes to support the delivery, management and evaluation of NCOP workstreams, for example maintaining records of training attendance;
- Ensuring appropriate Health and Safety, data handling and safeguarding procedures are followed at all times including the adherence to any current legislative requirements such as GDPR.
- Supporting the smooth running of the office
- Servicing events by sourcing venues, organising catering, distributing information

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a NCOP Administrator you will have:

- Strong administrative skills and the ability to work within a large organisation with established systems and processes;
- Excellent numeracy skills with the ability to work with financial data and budgets;
- Strong IT skills, with experience in MS Office including Excel Outlook, Word and Power point, including the ability to manipulate data, develop spreadsheets and create presentations following brand guidelines;
- Good written and verbal communication skills over a range of media, with a confident telephone manner;
- Evidence of a high degree of accuracy and attention to detail in your work;



- Experience in successfully organising events and activities, ensuring all relevant considerations (health and safety, risk assessment) are taken into account;
- A enthusiasm for working in the area of Widening Participation;
- A proven ability to work in a range of teams to support a variety of projects.

You may also have:

- Knowledge and experience of the UK secondary, further and/or higher education systems;
- Knowledge of safeguarding procedures.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Bill Robb, NCOP Team Manager**

Tel: +44 (0)113 3431304

Email: [w.robbs@leeds.ac.uk](mailto:w.robbs@leeds.ac.uk)

## Additional information

Find out more about Go Higher West Yorkshire at [www.gohigherwestyorks.ac.uk](http://www.gohigherwestyorks.ac.uk)

The National Collaborative Outreach Programme aims to:

- Reduce the gap in higher education participation between the most and least represented groups;
- Support young people to make well-informed decisions about their future education;
- Support effective and impactful local collaboration by higher education providers working together with schools, colleges, employers and other partners;





- Contribute to a stronger evidence base around 'what works' in higher education outreach and strengthen evaluation practice in the sector.

We work with young people, parents, schools, colleges and communities in areas across West Yorkshire where progression is low overall, and particularly low when GCSE results are taken into account.

NCOP is currently funded until 31 July 2021.

### **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

