



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

National Collaborative Outreach Programme (NCOP) Higher Education Progression Officer, Education Engagement Go Higher West Yorkshire



Salary: Grade 5 (£23,067 – £26,715 p.a. pro rata)

Reference: SESAR1220

This post is fixed term until January 2021 (Maternity Cover).

This role is for 39 weeks per year term time only plus an additional 15 days.

Go Higher West Yorkshire NCOP Outreach Officer Educational Engagement, Student Education Service

Are you passionate about making a difference and helping young people benefit from Higher Education? Can you act as a positive role model and share your experiences?

Go Higher West Yorkshire, a partnership of 13 Higher Education Providers in West Yorkshire, is looking to appoint a Higher Education Progression Officer to support the delivery of our National Collaborative Outreach Programme (NCOP), funded by Office for Students (OfS)

NCOP identifies and addresses issues which prevent young people entering Higher Education. We work with young people living in areas where progression is low overall, and particularly low when GCSE attainment is taken into account. Working with a selected group of KS5 students from across Notre Dame College you will support their aspirations, applications and transition into Higher Education. You will ensure that all who have the potential to succeed have the opportunity to do so.

You will be responsible for developing a sustained and progressive programme of activity for your target group, ensuring the effective involvement of parents/carers, staff and others in the project. You will be responsible for the day to day operation of the programme, arranging events and activities which respond to the needs of your target group. This will include working closely with Senior Leadership Team, teaching staff, careers staff, the wider NCOP team and external providers of activity.

You will be required to work on a flexible basis, which will include some evening, weekend and school holiday work.

You will be based within Notre Dame College

The post is offered on a term time only plus up to 15 days basis



What does the role entail?

As Higher Education Progression Officer your main duties will include:

- Identifying the target group of learners within Years 9 to 13 maintaining and managing a database for management information, evaluation and review in accordance with current legislation;
- Ensuring an agreed cohort of eligible learners are engaged with the programme and a sustained and progressive programme of activity is put in place;
- Providing accurate interim statistical reports on learner participation in activity, in relation to project key performance indicators;
- Maintaining contact with the identified learners, supporting and advising them generally to ensure their satisfactory engagement and progression within the programme;
- Acting as the principle contact and champion for the project within your school/academy/college by liaising with colleagues, attending meetings and representing Notre Dame College as necessary within the wider NCOP programme team;
- Attending and contributing to the regular NCOP network meetings to share good practice and lessons learned;
- Coordinating events and activities in conjunction with the Notre Dame College, wider NCOP project team and external providers to support engagement and progression of learners;
- Managing the budget for project funding and other resources allocated to your school/academy/college and assist with reporting;
- Developing, monitoring and ensuring satisfactory progression of the Notre Dame College delivery plan against agreed targets;
- Communicating programme aims, and manage relationships effectively with parents/carers, learners, Go Higher West Yorkshire NCOP staff, school staff, Senior Leadership Team, delivery partners and others to ensure the success of the project;
- Ensuring appropriate Health and Safety and safeguarding procedures are followed at all times and adhere to school policies/systems as appropriate.

The list above is by no means comprehensive and is designed to give you an idea of the wide ranging tasks you may be asked to undertake.



Person Specification

As a Higher Education Progression Officer you will be/have:

- Education to GCSE (or equivalent) at Grade C or above in English and Mathematics;
- Empathy with and understanding of the ethos and purpose of the NCOP project, and a demonstrable commitment to widening participation in HE;
- Proven ability to engage with and motivate young people (specifically within the age group 13 – 19);
- Excellent interpersonal and communication skills, and the ability to work with a range of key stakeholders, including young people and their key influencers;
- Highly developed organisational skills, with the ability to work flexibly whilst under pressure and remain calm in stressful situations;
- Ability to work effectively in teams and on your own initiative;
- Strong IT skills with the ability to effectively use all MS Office products, particularly Word and Excel;
- Evidence of success in project management and administration with the ability to produce written reports;
- Knowledge and experience of the UK HE system, with detailed knowledge of processes and procedures of HE entry and progression routes;
- Undertaken or be willing to undertake child protection training;
- Availability to work occasional evenings/weekends/school holidays.

You may also have:

- Appropriate professional qualifications/experience in teaching, learner support or youth work practice;
- Experience of providing support to pupils aspiring to HE.

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:

Lizzie Holden, NCOP Area Manager: Leeds & Calderdale

Tel: +44 (0)7834808305

Email: e.holden@leeds.ac.uk

Additional information

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.

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.

