



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Assistant (Research and Evaluation), National Collaborative Outreach Programme (NCOP)



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

Reference: SESAR1226

Fixed-term until 31 July 2021 as the post is funded through an external grant.

Project Assistant (Research & Evaluation) National Collaborative Outreach Programme (NCOP) Go Higher West Yorkshire

Are you passionate about making a difference and improving access to higher education? Do you have excellent interpersonal skills and attention to detail? Do you want to be part of a team working on a cutting-edge Realist Evaluation framework to help us evidence what works in Higher Education outreach?

Go Higher West Yorkshire, a consortium of 13 Higher Education Providers in West Yorkshire, is looking to appoint a Project Assistant to support the delivery of our OfS funded National Collaborative Outreach Programme (NCOP).

NCOP seeks to identify and address issues around progression to higher education for young people living in areas where progression is low overall, and particularly low when GCSE attainment is taken into account. Working with the NCOP Research and Evaluation team, academic experts, and our network of school, college and university stakeholders, you will ensure the project's targets for improved access into higher education are met, by supporting research, evaluation and monitoring of our outreach activity. This is a varied role in which you will support the planning and organisation of research fieldwork and evaluation activity, as well as working closely with school and college-based staff to collect and record their monitoring data.

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

What does the role entail?

As Project Assistant (Research and Evaluation) your main duties will include:

- Liaising with schools and colleges to support the monitoring and evaluation of their NCOP activity (including some on site visits);
- Supporting GHWY's use of the HEAT (Higher Education Access Tracker) database including data preparation and input, quality assurance of data inputted by others, and troubleshooting when colleagues experience difficulties with the system;



- Developing and refining monitoring processes and supporting documents as necessary to meet the reporting commitments required by our funders and other stakeholders;
- Coordinating the development and delivery of research and evaluation and activity, such as focus groups, interviews, training and dissemination events;
- Providing administrative support to ensure the successful delivery and evaluation of education outreach activity, including attending external events or hosting internal activities as well as ensuring that recording of engagement and evaluation are up-to-date and accurate;
- Maintaining and monitoring an agreed standard of service for enquiries from schools and colleges, responding to enquiries and requests via phone and e-mail within an agreed time-frame;
- Working collaboratively with colleagues across the partnership and supporting senior team members to collect and analyse data that helps us to identify trends and/or gaps in provision and feeds into our wider Research and Evaluation strategy.

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 Evaluation and Monitoring Assistant/Officer you will have:

- A sound understanding of the Widening Participation agenda and an interest in monitoring and evaluation;
- Excellent attention to detail and the ability to handle and manipulate data;
- High standards of professional conduct, with the confidence ability to represent the University and the project to external stakeholders;
- A proactive approach to workload and the ability to solve problems;
- An ability to organise and prioritise your own workload;
- An ability to work as part of a team or on your own initiative;
- Excellent communication skills with the ability to relay complex information both verbally and in writing to a variety of stakeholders;
- Excellent IT skills with the ability to effectively use all MS Office products, including confidence working with databases and spreadsheets;



- The willingness and ability to work flexibly in line with the needs of the post, including occasional evening / weekend work and travel to locations not well-served by public transport.

You may also have:

- Experience of working with schools and colleges;
- Experience using a large database and/or Customer Relationship Management system;
- Experience of working in a higher education environment.

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:

Dr Anna Woodhouse, NCOP Research and Evaluation Manager (Go Higher West Yorkshire)

Tel: +44 (0)113 343 6661

Email: A.Woodhouse@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 and made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

