



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Collaborative Outreach Officer, Go Higher West Yorkshire**



**Salary: Grade 6 (£26,495– £31,604 p.a.)**

**Reference: SESAR1109**

**Fixed-term until October 2018 (maternity cover)**

## **Collaborative Outreach Officer**

### **Go Higher West Yorkshire, Student Education Service**

**Are you passionate about making a difference and improving access to higher education? Can you work on your own initiative and take a proactive approach to organising events? Are you highly organised, and able to work collaboratively across a range of partners to coordinate activity, achieve results and meet targets?**

Go Higher West Yorkshire (GHWY) is a consortium of 12 higher education (HE) providers in West Yorkshire. Our aim is to act as the definitive source of information on our HE providers, and our ethos is that no one should be prevented from accessing HE because of their background. As part of this work, across the partnership we undertake collaborative outreach and we are looking for a self-motivated and enthusiastic person to coordinate and drive this forwards on behalf of our partners.

You will be highly organised and methodical in your approach, ensuring a professional response for GHWY's HE partners, as well as the schools, colleges and other bodies with whom we work. A strong team player, you will bring your experience of working with young people – including a thorough understanding of the associated safeguarding and data protection issues – and of event organisation.

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

As a Collaborative Outreach Officer, your main duties will include:

- Planning, maintaining and adhering to the relevant work stream sections of the partnership's annual delivery plan;
- Providing an identifiable point of contact for schools and colleges with young people from age 11 to age 18, managing and responding to requests to ensure that procedures are followed;
- Maintaining section/s of the GHWY website;
- Supporting the partnership in meeting its collaborative Access Agreement targets including: assisting with monitoring progress, responding to potential slippage, sharing good practice and making suggestions for improvement;





- Leading colleagues in organising and supporting a number of collaborative events (e.g. Foster Family Fun Days and Y10 Summer School) in partnership with Local Authorities and other relevant stakeholders;
- Organising and running a series of Good Practice sharing events across the partnership, for partners to showcase their activity supporting learners from Widening Participation backgrounds, and to learn from each other;
- Leading the smooth running of the Widening Participation Planning Group, which brings together senior WP Practitioners from across the 12 HE partners
- Assisting the Widening Participation Planning Group in developing a strategy for work with other target demographics (including mature and part-time learners, students in years 7-8, young carers, and current undergraduates from under-represented groups), and assisting with policy and procedure development;
- Supporting the development and maintenance of a professional mentoring programme for care leavers in higher education;
- Working in collaboration to develop a strategy and produce content for social media campaigns, articles and press releases for collaborative outreach and national events e.g. Festival of Learning and National Care Leavers' Week;
- Working in collaboration to develop an evaluation and monitoring strategy, and ensure all collaborative outreach activity is robustly evaluated.

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 Collaborative Outreach Officer, you will have:

- Educated to degree level or equivalent work experience;
- The ability and willingness to work on a flexible basis, including travel to locations within West Yorkshire as well as occasional evening/weekend work;
- Excellent interpersonal and communication skills, with the ability to sensitively manage internal and external relationships to meet objectives;
- A highly organised and target-driven approach to your work, with the ability to monitor and plan ahead to manage multiple work streams and take mitigating actions to ensure targets and deadlines are met;



- High quality writing skills, with the ability to tailor to the audience and communication platform;
- Experience of planning, organising and delivering events aimed at a range of target audiences;
- Experience of working with young people from a range of backgrounds, including knowledge and understanding of necessary safeguarding and data protection considerations;
- Experience of developing content for, and running, social media campaigns;
- Experience of setting meeting agendas, writing papers and delivering agenda items;
- Knowledge and understanding of the widening participation agenda and the benefits of higher education.

## 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:

**Helen Sykes, Go Higher West Yorkshire Partnership Manager**

Tel: +44 (0)113 343 9843

Email: [h.v.sykes@adm.leeds.ac.uk](mailto:h.v.sykes@adm.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](mailto:disclosure@leeds.ac.uk).



## Criminal record information

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

This post requires a 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.

