

Post Details		Last Updated: 07/12/21	
Faculty/Administrative/Service Department	FASS/GSA		
Job Title	GSA Widening Participation and Outreach Officer		
Job Family	Professional Services	Job Level	3
Responsible to	GSA Operations & Engagement Manager		
Responsible for (Staff)	n/a		
<u>Job Purpose Statement</u>			
<p>The GSA Widening Participation and Outreach (WPO) Officer is responsible for delivering high-quality and coherent programmes of events that raise the aspiration and attainment of students from underrepresented groups and support these students in accessing higher education. The events are set by the University to ensure that the Access and Participation Plan and Access priorities as dictated by the Office for Students (OfS) are achieved.</p>			
<u>Key Responsibilities</u>			
<ol style="list-style-type: none"> 1. Organisation, design and delivery of on and off campus targeted interactive workshops, presentations and taster sessions for pre and post 16 school/college students. 2. Organisation of training for GSA alumni to lead workshops with school/college students 3. Organisation of free online training led by GSA faculty for secondary level teachers 4. Develop relationships and activity with external organisations to support the progression of specific under-represented groups such as disadvantaged adults in the community. 5. Support academic staff and professional services with the design and delivery of subject-related attainment raising activity for pre and post 16 school/college students. 6. Administer event/activity evaluations to obtain feedback from the target audience, understanding the impact of activity delivered and recommending improvements where necessary. 7. Collect, organise and maintain accurate data to support tracking, impact assessment and reporting, 8. Work closely with GSA and University colleagues such as WPO staff, Marketing Recruitment and Admissions, Academic Skills Development, Student Experience and the Students' Union to utilise collaborative opportunities and coordinate activity. <p>N.B. The above list is not exhaustive.</p>			
All staff are expected to:			
<ul style="list-style-type: none"> • Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. • Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. • Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. • Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. • Undertake such other duties within the scope of the post as may be requested by your Manager. • Work supportively with colleagues, operating in a collegiate manner at all times. 			
Help maintain a safe working environment by:			
<ul style="list-style-type: none"> • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. • Following local codes of safe working practices and the University of Surrey Health and Safety Policy. 			
<u>Elements of the Role</u>			
<u>Planning and Organising</u>			
<p>Working under the direction, support and guidance of the GSA Operations and Engagement Manager and Head of School, the post holder will work with other other GSA colleagues and Widening Participation team members, as well as University colleagues more widely, to support the organisation, delivery and evaluation of targeted aspiration and attainment raising activity in addition to wider outreach and events. The post holder will deliver attainment raising activity and will develop appropriate IAG events, to further engage with target schools, colleges and other partner specifically to support a programme of GSA led activity</p>			

Problem Solving and Decision Making

The post holder, will ensure that the University and GSA objectives are delivered, whilst working within established departmental processes and procedures. Within these parameters the post holder will work with minimum day-to-day supervision to deliver the set activities. There is scope for the post holder to apply judgement and initiative when managing their workload, including determining medium-term priorities and responding to conflicting demands.

Continuous Improvement

The post holder is expected to work in a proactive manner and to decide how to achieve the desired KPIs allocated to them, generally basing decisions on their work objectives, departmental priorities and their professional experience, and on their sound understanding of the University's Access and Participation Plan and GSA Project plan objectives. The post holder will be required to administer event/activity evaluations to obtain feedback from the target audience and to ensure that continuous improvement is based on robust evaluation and feedback.

The post holder must be able to operate flexibly and positively in relation to changing circumstances and requirements. The post holder will also need to demonstrate a confident communication style for presentations, developing presentations where necessary and imparting advice and liaising with academic and professional services staff.

Accountability

The post holder is expected to provide advice and solutions to routine day-to-day problems and issues within their specialist area associated with WPO, based on reference to good professional practice, established departmental processes and on the professional support and guidance from more senior members of the GSA Faculty team. They are expected to exercise sound judgement, demonstrate initiative, and make recommendations for improvements, when applicable, to ensure that WPO activity, events and wider requirements are implemented and maintained effectively. The post holder is expected to refer complex problems and issues which fall outside the remit of their role, to their line manager for guidance.

The post holder will also be expected to support the organisation and the implementation of large-scale events, conferences and collaborative initiatives for school/college students, teachers and advisers

Dimensions of the role

The post holder does not have any budgetary or supervisory responsibility, although may be expected to coordinate student ambassadors during events in line with the University's policies and procedures. The post holder will be expected to deliver events within an allocated budget and report on expenditure.

Supplementary Information

As the role involves traveling to schools and locations within the local community, a full driving licence may be required.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

HNC, A Level, NVQ 3, HND level or equivalent, plus several years relevant experience
OR

E

Broad vocational experience, acquired through a combination of on-the-job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles

Membership of relevant professional bodies related to Widening Participation. E.g. HELOA, NEON, etc.

D

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/
Desirable**

**Level
1-3**

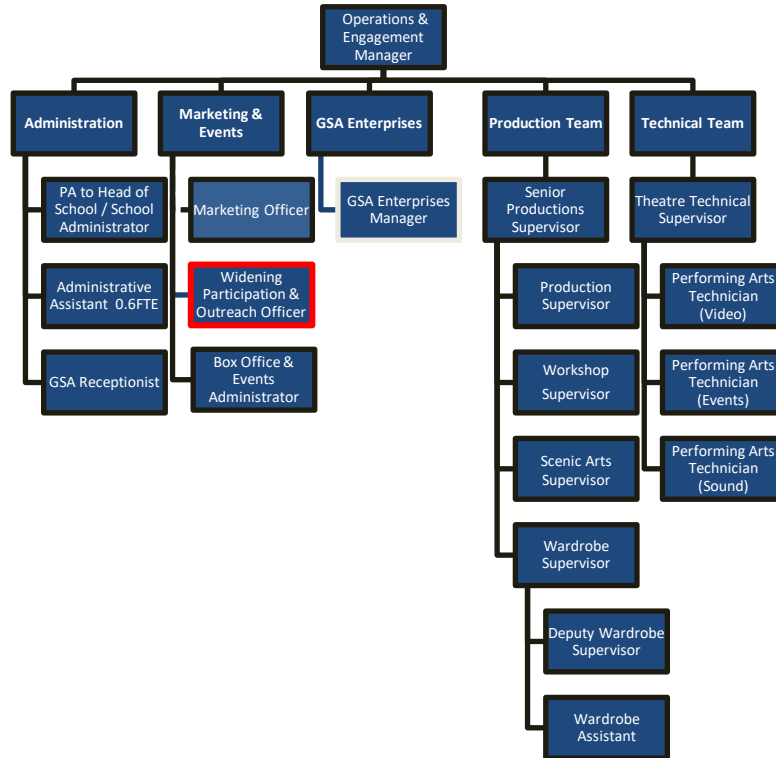
Excellent written and oral presentation skills and a proven ability to encourage young audiences

E

3

Knowledge of widening participation and higher education outreach initiatives	D	n/a
Good knowledge of higher, further and secondary education sectors	D	n/a
Experience of organising, administering and delivering events/initiatives	E	2
Experience of collecting, collating and organising data in preparation for monitoring and reporting	E	2
Experience of using Microsoft Office including Outlook, PowerPoint and Excel	E	2
Special Requirements:		Essential/ Desirable
Must be willing to undertake a DBS disclosure check. Satisfactory clearance is a prerequisite for this role.		E
A Full Driving Licence (ideally) and willingness to travel as required by the role and the willingness to work flexible hours to deliver some events.		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		3
Adaptability / Flexibility		2
Customer/Client service and support		2
Planning and Organising		2
Continuous Improvement		2
Problem Solving and Decision Making Skills		2
Managing and Developing Performance		n/a
Creative and Analytical Thinking		2
Influencing, Persuasion and Negotiation Skills		2
Strategic Thinking & Leadership		n/a
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
Organisational/Departmental Information & Key Relationships		
<u>Background Information</u>		
<p>Guildford School of Acting at the University of Surrey is one of the most highly regarded theatre schools in the UK, with a vibrant community of performers, performance makers, creative practitioners and technicians graduating from our wide variety of programmes each year. As well as providing professional training and study at undergraduate and postgraduate level, GSA also runs a Junior Conservatoire, a vibrant Saturday School and a number of other short courses, as well as a full programme of public productions and events.</p>		

Department Structure Chart – GSA Operations and Events Team



Relationships

Internal

Key staff in:

- GSA
- FASS
- Widening Participation & Outreach
- Marketing Recruitment and Admissions
- Student Experience
- Wellbeing and Welfare
- Employability and Careers
- Academic Registry
- Estates Facilities and Catering Services

External

- Theatres hosting workshops
- University of Surrey Student's Union
- Local County Councils
- Schools, Colleges, and other Educational organisations
- Relevant charities and advocacy groups
- The OfS
- Professional Networks related to widening participation, theatre and the arts