

1. Advertisement

Post Title: Project Lead (Widening Participation)

School/department: Division of Communications, Marketing and Advancement

Hours: Part-time up to 0.6FTE / 21.9 hours per week. Requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, United Kingdom.

Contract: Permanent

Reference: 10091

Salary range: starting at £31,411 and rising to £35,333 per annum pro rata

Placed On: 07 November 2022

Closing Date: 05 December 2022

Expected interview date: to be confirmed

We are proud of our commitment to fair access and widening participation at the University of Sussex. We recognise that not everyone has the same opportunities or same start in life and we aim to address some of these inequalities through our projects and outreach work. We strongly believe in empowering people to make the most of their potential regardless of their background or life circumstances and seek to deliver a program of activities and support that enables the people we work with, make the best most informed choices in their educational journey and future life.

As a Project Lead you will be responsible for overseeing the design delivery and organisation of a full programme of varied activities both on and off campus. You will work closely with a wide range of people including community groups, students from schools and colleges, external partners, academic colleagues and our team of student ambassadors.

We are looking for someone who has:

- experience of successful project work within an educational setting
- experience of supporting young people and those underrepresented in higher education
- the ability to work effectively with a team of student ambassadors or volunteers.

To be successful in the role your personal attributes are equally as important as your experience. We are looking for a team member that works with kindness, understanding and empathy. You will be an inclusive, collaborative practitioner with excellent presentation and facilitation skills, someone with initiative, energy, enthusiasm and the ability to thrive in a full programme of varying activities. You will need to have the flexibility to work from home when necessary, travel across our regions, work evenings, occasionally stay away from home overnight, work weekends and sometimes have early morning starts.

An enhanced DBS check is necessary for this position.

For informal queries please contact Deputy Head of Widening Participation, Daniel Hawkins at daniel.hawkins@sussex.ac.uk



For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

All work for the University of Sussex must be conducted from the United Kingdom

2. Communications, Marketing and Advancement

The Widening Participation Team is part of the Communications, Marketing and Advancement within Professional Services.

Please find further information regarding the school/division at: [Communications, Marketing and Advancement : Professional Services : Schools and services : University of Sussex](#)

3. Job description

Job Description for the Post of: Project Lead (Widening Participation)

Department	Widening Participation
Location	University of Sussex, Falmer
Grade	6
Responsible to	Partnership Manager (Widening Participation)
Responsible for	Student Ambassadors (Widening Participation)

Purpose of the post

This post will be responsible for managing and contributing to several of the Widening Participation team's key areas of activity. The Project Lead is responsible for the development, management and successful delivery of outreach projects both online and across our networks of schools, colleges and other partners.

Specific Duties:

To develop and deliver activities and programmes for underrepresented groups of learners

- Assisting the Partnership Manager with the development of a broad range of WP programmes
- Responsibility for planning, designing and implementing age appropriate activities with specific objectives and outcomes
- Being responsible for the effective delivery of existing partner events including event management and planning, management of ambassadors on the day and delivery of talks/presentations as required.
- Assist with the production of online, social media and hard copy materials including promotional and educational resources as required

To assist in building new and maintaining existing relationships with internal and external partners

- Support the Partnership Manager in the development of new partnership relationships with internal and external groups as directed
- Attend meetings with partner schools, colleges, community groups, collaborative partner organisations or internal partners to facilitate effective working relationships
- Make recommendations for improved working processes or systems to enhance service standards

To monitor budgets for programmes and activities

- To agree budgets for specific programmes and activities with the Partnership Manager by providing reliable cost estimations and detailing resources required
- To monitor budgets and provide timely predictions of expenditure on a monthly basis
- To recommend savings where required and also recommend expenditure on a value for money basis
- To ensure adherence to University financial and procurement rules and policies

To ensure evaluation of programmes as directed by the APP evaluation strategy

- Ensure that each programme has an agreed evaluation methodology and that data is collected and forwarded to the relevant parties for collation and reporting
- Ensure that data on HEAT is regularly uploaded and audited to ensure accurate reporting
- Where appropriate to be responsible for the production of activity evaluation reports which are shared with partners, the WP team and other interested parties across the University

To ensure compliance with all relevant University policies

- To ensure relevant health and safety procedures are adhered to and that risk assessment, reporting processes and contingency planning are in place for all activities on and off campus
- To ensure that all programme activity and databases are kept secure and compliant with GDPR
- To ensure that all young people in our care are treated with care and respect adhering to the University safeguarding procedures

Management of student ambassadors on specific outreach projects.

- Organise and delegate work to student ambassadors
- Give guidance and feedback to student ambassadors

To project manage collaborative partner events/engagement

- With direction from the Partnership Manager support the development of work with suitable collaborative partners
- Project manage events with collaborative partners on or off campus, sourcing resources and support from additional members of WP team where necessary
- Review partnership relationships and make recommendations for improved working processes or systems to enhance service standards

To project manage specific underrepresented group programmes

- To develop plans to support the effective delivery of projects
- To develop and deliver specific programmes, building in suitable evaluative methodology and reporting on outcomes
- Manage workloads of self and others to deliver programmes
- To monitor budgets and ensure adequate resourcing and value for money
- To promote project outcomes and make recommendations for further activity

To assist with other WP and University projects and work as required

- Support residential summer schools, occasionally working overnight on campus
- Assist with large WP events as appropriate
- Assist with ambassador recruitment and training
- Occasionally assist with events across the wider University, such as Clearing, Graduation, Open days etc.

To represent the University at local, regional and national meetings and conferences when required and be positively engaged with professional development through continuous learning and feedback

- Attend meetings and conferences that contribute to the work of the widening participation sector where required
- Report back to the team on any projects, developments or policy changes of relevance in the sector
- Keep up to date with own professional development, proactively seeking feedback and learning opportunities.

Person Specification for the Post of: WP Outreach Project Lead

SKILLS / ABILITIES

	Essential	Desirable
Ability to confidently deliver presentations to a wide audience ranging from partner organisations, academic colleagues, schools and college staff and students, parents and professional networks	Y	
Ability to produce written resources that are accurate and understandable to target audiences e.g. students/parents/schools/partner organisations	Y	
Good IT skills, use of Word, PowerPoint, Excel and email	Y	
Knowledge of the use of social media to promote WP activity		Y
Excellent administrative and organisational skills	Y	
Ability to prioritise own workload and workload of others	Y	
Ability to set and work towards objectives and deadlines with others	Y	
An ability to work with others to develop their potential and effectiveness in the workplace	Y	
Ability to develop, organise and manage successful on and off campus events that appeal to a range of different age groups.	Y	
Ability to collect, analyse and present data in order to evaluate the success of events	Y	
Ability to work cooperatively and collaboratively with kindness	Y	
Ability to build genuine relationships that foster excellent	Y	

service and partnership working		
Ability to deal effectively with a range of people, reflecting on being mindful of own behaviour and how it impacts on others	Y	
Calm and confident when confronted with challenges in the workplace	Y	
An ability to be creative and innovative in problem solving	Y	
Ability to exercise initiative in order to improve ways of working	Y	

KNOWLEDGE

	Essential	Desirable
Current UK education and qualification system from Primary to Higher Education	Y	
An empathy for and understanding of the issues around Widening Participation and the HE Policy context	Y	
An understanding of health and safety and child protection issues and legislation relating to running events on and off campus	Y	
Evaluation methodology		Y

EXPERIENCE

	Essential	Desirable
Experience of working with young people and/or underrepresented groups	Y	
Experience of delivering outreach or educational activities and engagement with students, parents, school and college staff and/or partner organisations	Y	
Experience of running field trips with young learners and/or residentials such as summer school programmes		Y
Experience of working with student volunteers or paid student workers	Y	
Experience of studying for a degree as the WP programme is about encouraging young people to consider higher education	Y	
Project management experience	Y	
Budget monitoring		Y
Line Management experience		Y

QUALIFICATIONS

	Essential	Desirable
At least A Levels or BTEC qualifications	Y	
Full UK Driving License		Y
Submission to an enhanced DBS check	Y	
GCSE English and Mathematics (or equivalent) at Grade C or higher	Y	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

Show commitment to own development, knowledge, skills and behaviour	Y	
Demonstrate a commitment to diversity and inclusion, recognising and valuing difference	Y	
Be open to and engage with new ideas and ways of working	Y	
Willing and able to work flexible and unsocial hours including weekends as and when required overnight stays away from home	Y	