

1 Advertisement

Post Title: Deputy Head of Widening Participation - Access

School/department: Communications, Marketing and Advancement

Hours: Full time

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 8227

Salary: starting at £42,149 to £50,296 per annum

Placed on: 20 April 2022

Closing date: 23 May 2022. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: To be confirmed

We are proud of our commitment to fair access and widening participation at the University of Sussex and strongly believe in empowering people to make the most of their potential, regardless of their background or life circumstances. Sussex 2025, our University's strategic framework, pledges to transform our campus into one that is experienced as inclusive to all communities, where equal opportunity delivers fair access and fair outcomes and we value and celebrate diversity.

The Deputy Head of Widening Participation - Access significantly supports both our strategic aims and our values by leading on the operational management of our Access programme. The role ensures that our outreach programmes are carefully designed, developed and delivered to encourage, inspire, and inform those underrepresented in Higher Education.

To be successful in this role you will need significant experience of:

- Developing and delivering Widening Participation activities in an HE setting
- Building excellent working relationships in educational and/or third sector organisations
- Excellent team leadership and operational management skills
- Effective project and budget management skills

Please contact Samantha Dunnett, Head of Widening Participation, (s.n.dunnett@sussex.ac.uk) for informal enquiries.

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.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/schoolsandservices/professionalservices/student-recruitment>

3. Job Description

Job Description for the post of: Deputy Head of Widening Participation - Access

Department: Communications, Marketing and Advancement

Section/Unit/School: Widening Participation

Location: University of Sussex Campus, Falmer (remote and on campus)

Grade: 8

Responsible to: Head of Widening Participation - Access

Responsible for: Partnership Managers, Academic Partnership Managers and Ambassador programme Manager

Purpose of the post

The Deputy Head of Widening Participation leads on the operational management of the Widening Participation Access programme, contributing to the development of the OfS Access and Participation plans, the governance of the APP and the achievement of the University's Access targets. The role also acts as the lead on various projects including the effective use of HEAT (the Higher education Access Tracker), implementation of the NERUPI evaluative framework and project documentation. The role has responsibility for the oversight of Partnerships, Outreach, Events and Ambassador programmes ensuring our work is evaluated, is cost effective and is delivered to a high standard. The post when required also deputises for the Head of Widening Participation.

Key Accountabilities:

1. The operational management of the team and office environment to include:
 - a. Management of communications, office systems and processes
 - b. Website development and online content including social media
 - c. Management of compliance for safeguarding, H&S, GDPR and any such relevant policies and practices.
 - d. Production of project implementation documents
 - e. Management of annual cycle of project and event activity
 - f. Development and delivery of all Access programmes
 - g. Recruitment and retention of staff
 - h. Contribution to the training, support and CPD programme for Practitioners

2. Line management of operational team managers to include
 - a. Coaching and performance management
 - b. Training and support, guidance, and motivation
 - c. Recruitment & retention
 - d. Assigning work projects and developing relevant objectives and deadlines
3. Contribute to the monitoring and management of the WP Access budget by
 - a. Ensuring that sub-team budgets are monitored on a monthly basis
 - b. Recommending cost savings where required and recommending expenditure on a value for money basis
 - c. Ensuring appropriate authorisation of expenses and purchase card transactions
 - d. Ensuring adherence to University financial and procurement rules and policies.
4. Lead on the management of HEAT and oversight of Evaluation Practice to include
 - a. Effective use of HEAT, ensuring relevant HEAT updates are implemented and team inputting/data clean processes are carried out consistently and appropriately
 - b. Implementation of HEAT tools to aid team productivity
 - c. Ensuring evaluation practice is embedded across the team and appropriate expertise is sourced when required working closely with the Research and Evaluation manager and Planning.
 - d. Ensuring relevant evaluation reports are provided for interested parties
5. Contribute to the governance of the APP
 - a. Assist the Head of Widening Participation in the appropriate governance of all Access activity
 - b. Assist the Head of Widening Participation in development of APP plans and targets
6. To contribute to Divisional projects e.g. Schools strategy implementation, Contextual Admissions policy, Communications and other such activities when required.
7. To contribute to WP sector knowledge and positively represent the University at local, regional and national meetings and conferences when required.
8. Be actively engaged with own professional development through continuous learning and feedback

Person Specification

SKILLS / ABILITIES

	Essential	Desirable
Ability to confidently present information to a range of audiences including professional networks, partner organisations, internal colleagues, school and college staff and students, parents/carers.	Y	
Ability to present written material such as committee papers, reports, and training/teaching materials to a range of audiences including internal colleagues, external sector colleagues or students/parents/school staff	Y	
Good IT skills and knowledge of the effective use of social media channels	Y	
Ability to analyse and interpret relevant WP information to support programme development and contribute to strategic objectives	Y	
Ability to prioritise own workload and operationally manage the workload of others	Y	
Ability to set objectives and deadlines with others	Y	
Ability to work cooperatively and collaboratively, and to build genuine relationships that foster kindness, excellent service and partnership working	Y	
Ability to deal effectively with a range of people, building consensus and being mindful of own behaviour and how it impacts on others	Y	
Ability to be calm and confident when confronted with challenges in the workplace	Y	
Ability to manage and motivate a team of professional practitioners and managers demonstrating the University's values and ethos.	Y	
Ability to be creative, adaptable, and innovative when problem solving in order to improve ways of working	Y	

KNOWLEDGE & EXPERIENCE

	Essential	Desirable
Recent experience or proven understanding of the UK pre and post 16 educational system	Y	
An empathy for and understanding of the issues around Widening Participation	Y	
An understanding of Access and Participation plans, government HE policies and sector developments relating to widening participation	Y	
Significant knowledge and experience of developing	Y	

and implementing WP Projects and HE outreach activity		
Knowledge and experience of implementing and monitoring health and safety requirements and safeguarding in relation to WP activities	Y	
Knowledge and experience of planning, implementing, monitoring, and evaluating effective widening participation activity	Y	
Understanding of the NERUPI framework for evaluating outreach activity and projects		Y
An understanding of Admissions processes, recruitment, and marketing and how this relates to WP practice	Y	
A robust understanding and experience of the effective use of the Higher Education Access Tracker		Y
Experience in working with external partners and collaborative programmes	Y	
Experience of managing large budgets effectively	Y	
Experience of managing and motivating a team	Y	
Experience of contributing to regional or national sector working groups or projects		Y

QUALIFICATIONS

	Essential	Desirable
Degree level qualification	Y	
Submission to an enhanced DBS check	Y	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Show commitment to own development, knowledge, skills, and behaviour	Y	
Demonstrate a commitment to diversity and inclusion, recognising and valuing difference	Y	
Ensure that own working practices demonstrate the University's values	Y	
Willing and able to work flexible and unsocial hours including weekends, overnight stays away from home as and when required	Y	