



## 1 Advertisement

**Post Title:** Widening Participation Assistant

**School/department:** Widening Participation, Communications, Marketing and Advancement

**Hours:** Full-time. Requests for [flexible working](#) options up to 36.5 hours will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 8789

**Salary:** starting at £22,254 to £25,627 per annum full time

**Placed on:** 22 June 2022

**Closing date:** 07 July 2022

**Expected interview date:** to be confirmed

**Expected start date:** to be confirmed

**The Widening Participation Team** is part of the Communications, Marketing and Advancement Division. We are proud of our commitment to fair access and widening participation at the University of Sussex recognising that not everyone has the same opportunities or same start in life. 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 deliver a program of activities and support that enables the people we work with, make the best-informed choices in their educational journey and future life.

The work of a Widening Participation Assistant significantly supports the department by ensuring that all projects and events we run with young people are delivered to the highest standard. We are seeking an enthusiastic, highly organised team player.

The main duties of this post include;

- providing administrative support to ensure high quality events and programmes for under-represented young people
- maintaining and updating key databases
- providing support for the running of office processes
- email and phone contact with internal and external colleagues to ensure the smooth running of events on and off-campus



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The successful candidate should be highly motivated and be able to work well both in a team environment and independently. They should possess excellent IT, organisation, and communication skills. They will also need to be well-organised, with a proven ability to manage varied responsibilities.

Please note that this post is subject to an Enhanced DBS check. For full details and how to apply see our [vacancies page](#). For informal enquiries please contact Paul Wiggins at [p.wiggins@sussex.ac.uk](mailto:p.wiggins@sussex.ac.uk)

*The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds. As a widening participation team, we especially welcome applicants from those groups of people that are underrepresented in higher education*

## 2. The School / Division

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:** Widening Participation Assistant

**Department:** Widening Participation

**Section/Unit/School:** Student Recruitment, Admissions & International Development

**Grade:** 4

**Responsible to:** Partnership Manager

### **Purpose of the post:**

The main duties of this post are to support the administration of the Widening Participation team. This involves accurate record-keeping; maintaining and updating core databases; liaising with key contacts across our partnerships to organise on campus and outreach activities; providing administrative support for key projects as required; booking appropriate ambassadors, rooms, and technical support; support programmes across the Widening Participation team as required.

### **Key Responsibilities:**

1. To provide administrative support for the widening participation team
2. To maintain and update the Higher Education Access Tracker
3. To organise logistics for on- and off-campus WP activity
4. To assist in the marketing and development of WP programmes
5. To support the wider functions of the Widening Participation team as required

**1. To provide administrative support for the widening participation team**

- Provide administrative support to ensure efficient running of the office Monitor shared inboxes and reply to straightforward queries
- Maintain and update key databases
- Process invoices and purchase orders accurately and in a timely manner
- Ensure casual pay forms are completed and processed as required
- Ensure the timely collection of evaluation data
- Support meetings by taking notes and writing agendas and minutes
- Support evaluation processes and the production of evaluation and other database reports
- Work closely with other Widening Participation Assistants to ensure consistency of processes and systems across the team

**2. To maintain and update the Higher Education Access Tracker**

- Maintain accurate records of events and attendees Input data onto the HEAT database in a timely manner
- Ensure other department recording systems are adhered to

**3. To organise logistics for on- and off-campus WP activity**

- Support Project Leads in booking appropriate rooms, catering, student ambassadors and A/V equipment.
- Liaise with internal (catering, housing etc) and external colleagues (school contacts, collaborative partners) to ensure smooth running of events
- Organise relevant resources and materials in preparation for events.
- Book transport and organise logistics for staff and ambassadors travelling off-site
- With support, develop and deliver Information, Advice and Guidance materials for schools and colleges
- Support Project Leads in the delivery of on and off-campus activity

**4. To assist in the marketing and development of WP programmes**

- Support Project Leads in marketing events
- Support Project Leads in devising appropriate written materials and resources.
- Support in the development of online materials and contribute to social media

content and posts

- Source and organise the production or acquisition of resources and materials.

## 5. To support the wider functions of the Widening Participation team as required

- Contribute to the development of bespoke projects as directed Assist the delivery of large WP events as appropriate.
- Assist with ambassador recruitment and training
- Assist events across the wider university such as clearing, graduation and open days
- Attend occasional meetings and conferences in the WP sector, reporting back to the team
- Be prepared to work occasional evenings and weekends where our events require

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

## 2. Person Specification

Person Specification for the post of: Widening Participation Assistant

### SKILLS / ABILITIES

	Essential	Desirable
Excellent written and oral communication skills	Y	
Produce written copy that is accurate and clear to target audiences	Y	
Excellent IT skills - use of Word, Excel, Forms, Powerpoint, email and social media	Y	
Meeting management in Zoom, Teams and other online platforms		Y
Excellent administrative and organisational skills	Y	
High degree of accuracy and attention to detail	Y	
Work effectively to objectives and deadlines	Y	
Plan and prioritise own workload	Y	
Work cooperatively and collaboratively	Y	
Build relationships with internal and external providers to ensure high standards of service	Y	
Deal effectively with a range of different people	Y	
Reflect on own performance and seek continuous improvement	Y	



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React calmly and confidently when confronted with challenges, solving problems pro-actively	Y	
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#### KNOWLEDGE

	Essential	Desirable
An understanding of the UK system of Higher Education	Y	
An empathy for and understanding of the issues around Widening Participation	Y	
An understanding of health and safety and child protection issues and legislation relating to running events on and off campus		Y

#### EXPERIENCE

	Essential	Desirable
Experience of providing administrative support	Y	
Experience of maintaining and updating databases and/or relevant administrative systems	Y	
Experience of supporting, planning, coordinating, and delivering events		Y
Experience of engaging with young learners and school/college staff		Y

#### QUALIFICATIONS

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

#### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Show commitment to own development, knowledge, skills and behaviour.	Y	
Demonstrate a commitment to diversity, inclusion, recognising and valuing difference.	Y	
Willing and able to work flexible and unsocial hours including weekends as and when required	Y	

Please note this post is subject to the successful completion of a Disclosure and Barring Service (DBS) check as the role will include working with young people

**Date** Jun 2022