



1 Advertisement

Post Title: Widening Participation Assistant

School/department: Widening Participation, SRAID

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

Contract: permanent

Reference: 4826

Salary: starting at £21,814 to £25,217 per annum

Placed on: 11 December 2020

Closing date: 13 January 2021. Applications must be received by midnight of the closing date.

Expected interview date: 25 January 2021.

Expected start date: TBC

This vacancy is only open to those currently employed by the University.

The **Student Recruitment, Admissions and International Development Division**, are seeking an enthusiastic team player to join the Widening Participation team. This role provides an exciting opportunity to work with our network of partner schools and colleges, collaborative partners, and academic colleagues.

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 to ensure strong communications with internal and external colleagues
- liaising with internal and external colleagues to ensure the smooth running of events on and off-campus

The successful candidate should be highly motivated and be able to work well both in a team environment and independently. S/he 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](#)

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

2. The School / Division

The Widening Participation Team is part of the Student Recruitment, Admissions and International Development and is based in Essex House in the heart of the campus. 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.

The work of a Widening Participation Assistant significantly supports the strategic direction of the University of Sussex by ensuring that all projects and events we run with young people are delivered to the highest standard.

We wish to transform our campus into one that is experienced as inclusive to all communities. We aim to be a place that celebrates diversity and provides equal access and opportunities. We are looking for someone that believes in these values. The person that connects potential students to our programs and our community.

What our staff say about working in the Widening Participation Team:

"It's a really varied job which means it never gets boring. We have a lot of autonomy on how we run events in managing your own time as well as having the camaraderie of working in a lovely supportive team", Sarah, Widening Participation Assistant

"The Sussex WP Team is a really great place to work. We've got a really committed group of people who care about making an impact for the young people on our programmes", Paul, Partnership Manager

If you are interested in joining us we would love to hear from you.

3. Job Description

Job Description for the post of: Widening Participation Assistant (Schools & Colleges Partnerships)

Department: Widening Participation

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

Location: Essex House

Grade: 4

Responsible to: Schools & Colleges Partnership Manager

Purpose of the post:

The main duties of this post are to support the administration of the Widening Participation Schools & Colleges Partnership team. This involves accurate record-keeping; maintaining and updating core databases; liaising with key contacts in schools and colleges 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 to the Schools & Colleges Partnership 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**

To provide administrative support

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

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

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

Conduct briefings and debriefs for ambassadors to help them prepare for, and then reflect upon, the sessions they have delivered

Support Project Leads in the delivery of on and off-campus activity

To assist in the marketing and development of WP programmes

Support Project Leads in marketing events to partner schools

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.

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.

Date: November 2020

4. 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 understandable 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	
Work effectively to objectives and deadlines under resource constraints	Y	
Plan and prioritise workload to ensure strong outcomes	Y	
Work cooperatively and collaboratively, with kindness and integrity	Y	
Build trusting 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	
High degree of accuracy and attention to detail	Y	
React calmly and confidently when confronted with challenges, solving problems pro-actively	Y	

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 working with school age students/pupils		Y
Experience of working in Widening Participation either in an HE or school environment		Y
Experience of engaging with prospective students and school and college staff		Y

Experience of delivering presentations to a range of target audiences		Y
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QUALIFICATIONS

	Essential	Desirable
Educated to at least Degree level		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 Nov 2020