Student Services
Learning Mentor
Fixed Term 18 months, full time
Salary range: starting at £20,624 and rising to £23,879 per annum.

This vacancy is fixed for a period of 18 months but may be extended.

The University of Sussex has developed a programme of activity with the Villiers Park Education Trust - the Villiers Park Scholars Programme – which fits into its new 'most able, least likely' strand of widening participation collaborative outreach work. The main duties of this post will be to offer one to one mentoring to students in partner schools. The post holder will develop personalised and supportive relationships with groups of school pupils and college students with high academic potential from less advantaged backgrounds. The objective of is to maximise the academic potential of young people, enabling them to gain access to a research intensive university or other centre of excellence, having developed life and study skills needed to thrive once there.

The post will be based in our partner schools, located in the Crawley area, and requires someone who has good communication and organisation skills. The successful candidate will have experience of presenting to and working with young people, either in a school or college setting. The post holder will need to be able to deal effectively will people at a range of levels – including teachers, parents and carers. Applicants need to be able to work flexible and unsocial hours including occasionally.

Closing date for applications: 2 March 2017
Interview date will be: 16 March 2017

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity
2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. Professional Services

Professional Services

The Professional Services comprise approximately 750 staff divided into eleven main divisions. The budget is approximately £12m a year.

Reporting to the Registrar and Secretary, the Professional Services are organised as follows:

- Academic Registry
- Communications and External Affairs
- Development and Alumni Relations
- Health, Safety and Environment
- Human Resources
- Planning, Governance and Compliance
- Research and Enterprise
- Residential and Campus Services
- Student Recruitment and Marketing
- Student Services

The University's professional services also include the Finance Division, with the Director of Finance reporting to the Vice-Chancellor.

The professional services support within each of the eleven academic Schools of Studies is headed by a School Administrator who reports to their Head of School.

The Widening Participation Team is part of the Student Services Division enabling us to provide a more cohesive offer to students from widening participation backgrounds. The First-Generation Scholars scheme captures the outreach, retention and outcomes elements of our access agreement in an easily communicated form. Working with 80 partner schools across Sussex and London the outreach programme includes a comprehensive range of activities including campus visits, subject taster days, tutoring, mentoring and multiple residential summer schools, and extended projects.

The Student Services division provides a range of support services focussed on improving the student experience, both directly to students and also to colleagues in Schools and Departments.
4. **Job Description**

*Job Description for the post of: Learning Mentor*

**Department**
Student Services

**Section / Unit / School**
Widening Participation

**Location**
Based in partner schools in the Crawley area

**Grade**
4

**Responsible to**
Collaborative Partnerships Lead

**Responsible for**
N/a

**Purpose of the post:**

The main duties of this post will be to offer one to one mentoring to students in partner schools and colleges. The post holder will develop personalised and supportive relationships with groups of school pupils and college students with high academic potential from less advantaged backgrounds. The objective of is to maximise the academic potential of young people, enabling them to gain access to a research intensive university or other centre of excellence, having developed life and study skills needed to thrive once there.

**Key Responsibilities:**

1. To offer one to one mentoring sessions for students on the programme

2. To support the development, implementation, delivery and evaluation of the Villiers Park programme in partner schools and colleges.

3. To deliver widening participation outreach talks, workshops and sessions in partner schools and to occasionally contribute to the delivery of collaborative outreach focussed projects

4. To assist with other duties as appropriate.

**Specific Duties**

1. To offer one to one mentoring sessions for students on the programme

   1.1 To develop one to one mentoring relationships with students identified as scholars, meeting them on a regular basis to discuss progress according to termly objectives

   1.2 To set realistic targets and implement strategies, as directed by the Collaborative Programme Lead, that reflect young peoples’ abilities, strengths and stretches with the objective of raising attainment, aspirations and self-esteem
1.3 To develop, organise and attend cross phase young people and peer group meetings

1.4 To record and monitor progress of young people and to liaise with teachers on a termly basis to ensure that schools / colleges and Scholar Programme progress are compatible

1.5 To comply with child protection policies and procedures, ensuring young people are safeguarded during their time on the programme.

2. To support the development, implementation, delivery and evaluation of the Villiers Park programme in partner schools and colleges

1.1 To maintain clear and consistent expectations of young people whilst on schools / college or attending outreach activities

1.2 To help develop organise and attend outreach activities that are part of the Scholars Programme ensuring student s routinely access these events

1.3 To participate in training and the sharing of best practice opportunities with other Scholars Programme teams

1.4 To undertake other duties which may be necessary to achieve the objectives of the Villiers Park programme

3. To deliver widening participation outreach talks, workshops and sessions in partner schools and to occasionally contribute to the delivery of collaborative outreach focussed projects

2.1 To represent the University at partner schools and colleges in a professional, approachable and appropriate manner

2.2 To deliver a range of talks on subjects around HE, as directed by the Collaborative Partnership Lead

2.3 To travel offsite to schools, colleges other HEIs and community organisations to deliver presentations as requested

2.4 To devise and deliver presentations and outcomes based workshops, as directed by the Collaborative Partnerships Lead

2.5 To work closely with colleagues in the wider team to organise and deliver campus based activities as required

2.6 To promote activities from the broader WP programme to schools, students, parents in consultation with the wider team

2.7 To occasionally participate in, and contribute to the delivery of collaborative outreach projects, such as Realising Opportunities, or the Brilliant Club

2.8 To contribute to the development of bespoke projects, as requested by schools and required by the wider team
2.9 To develop materials and presentations for use in the delivery of the above projects

2.10 To evaluate projects in line with the teams evaluation strategy

2.11 To work, occasionally, on evenings and weekends as directed

4. To assist with other duties as appropriate

4.1 To assist with large WP events as appropriate

4.2 To occasionally assist with events across the wider University, such as clearing, graduation, open days, etc

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 18/01/17
## Person Specification

Person Specification for the post of: Learning Mentor

### SKILLS / ABILITIES

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Good communication skills</strong></td>
<td>Y</td>
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<tr>
<td><strong>Ability to produce written copy that is accurate and understandable to target audiences e.g. students/parents/teachers</strong></td>
<td>Y</td>
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<tr>
<td><strong>Good IT skills - use of word, excel and email</strong></td>
<td>Y</td>
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<td><strong>Well developed administrative and organisational skills</strong></td>
<td>Y</td>
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<td><strong>Ability to work effectively to deadlines while under pressure</strong></td>
<td>Y</td>
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<td><strong>Ability to plan own workload and a demonstrated ability to work responsibly with minimal day-to-day supervision</strong></td>
<td>Y</td>
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<td><strong>Ability to work as part of a team and to foster good relations with a range of colleagues within and outside the institution</strong></td>
<td>Y</td>
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<td><strong>The ability to deal effectively with people at a range of levels using appropriate tact and diplomacy</strong></td>
<td>Y</td>
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<td><strong>High degree of accuracy and attention to detail</strong></td>
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<td><strong>Ability to design presentations that are age appropriate</strong></td>
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<td><strong>Ability to deal with and adapt to changing situations</strong></td>
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### KNOWLEDGE

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<th>Essential</th>
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<tr>
<td><strong>An understanding of the UK system of Higher Education</strong></td>
<td>Y</td>
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<td><strong>An understanding and empathy for the issues around widening participation</strong></td>
<td>Y</td>
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<td><strong>Proven ability to engage positively with prospective students and school and college staff</strong></td>
<td>Y</td>
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<td><strong>Proven ability to engage positively with partner organisations</strong></td>
<td>Y</td>
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<td><strong>Professional understanding of higher education or personal experience degree</strong></td>
<td>Y</td>
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### EXPERIENCE

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<tr>
<td>Experience of using a CRM or student record database</td>
<td>Y</td>
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<td>Previous administrative experience</td>
<td>Y</td>
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<td>Experience of planning events</td>
<td>Y</td>
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<td>Supporting and servicing meetings (including preparing agendas and writing minutes)</td>
<td>Y</td>
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<td>Experience of researching and writing short reports</td>
<td>Y</td>
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<td>Experience of presenting to audiences, including young people.</td>
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### QUALIFICATIONS

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>GCSE English and Mathematics (or equivalent) at Grade C or higher</td>
<td>Y</td>
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### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Submission to DBS check</td>
<td>Y</td>
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<tr>
<td>Willing and able to work flexible and unsocial hours including weekends as and when required</td>
<td>Y</td>
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<td>Flexible team player, with the ability to co-operate with others</td>
<td>Y</td>
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<td>Agreeable and confident in phone and in-person engagements</td>
<td>Y</td>
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<td>Clean driving licence</td>
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Date 18/01/17