**Advertisement**

**Post Title:** Widening Participation and Outreach Co-Ordinator  
**School/department:** Brighton and Sussex Medical School  
**Hours:** part time or full time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).  
**Contract:** Permanent  
**Reference:** 6303  
**Salary:** starting at £26,341 to £30,497 per annum  
**Placed on:** 11 August 2021  
**Closing date:** 2 September 2021. Applications must be received by midnight of the closing date.  
**Expected start date:** ASAP  
**This vacancy is only open to those currently employed by the University of Sussex or the University of Brighton**

Brighton and Sussex Medical School (BSMS) are seeking a highly motivated, imaginative and enthusiastic team player to further develop and deliver our widening participation and outreach programme.

Reporting to the Widening Participation and Outreach Manager, and working closely with colleagues in the BSMS Admissions Team, you will continue to deliver existing widening participation (WP) and outreach activity, including the highly respected BrightMed programme.

This is an exciting time to join the team as BSMS expands its student numbers with a firm commitment to ensure that at least 50 places are given to applicants who meet WP criteria. To ensure that this commitment is met you will be given the opportunity to develop and deliver new WP activity.

An excellent communicator and networker with a keen eye for detail, you will be personable and self-driven with a can-do attitude, and eager to take on responsibility. This is a fantastic opportunity for someone with a desire to pursue a career in widening participation and outreach.

For full details and how to apply see our [vacancies page](www.brighton.ac.uk/jobs)  
[www.bsms.ac.uk]

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*
2. The School / Department

Brighton and Sussex Medical School is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: bsms.ac.uk/about

The Admissions Team
The BSMS Admissions team promote BSMS to prospective students, their advisors, schools and colleges. The team also manage widening participation and outreach activity along with the admissions process for the BSMS undergraduate BM BS degree.

BSMS aims to recruit the best students from a range of diverse backgrounds, students who are based in overseas as well as in the UK. The admissions arena has become increasingly complex and competitive and therefore BSMS wishes to ensure that widening participation (WP), recruitment, advice and guidance are all planned and delivered in an accessible and relevant manner. BSMS also strives to deliver a fair and transparent admissions service to all applicants.

The University of Sussex is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: http://www.sussex.ac.uk/about/

The University of Brighton is a complex and diverse institution with a long and distinguished history of applied research. Find out more: brighton.ac.uk/about-us/

University Hospitals Sussex Foundation NHS Trust is the regional teaching hospital working across five sites: the Royal Sussex County Hospital in Brighton, the Princess Royal Hospital in Haywards Heath, St Richards Hospital in Chichester, Southlands Hospital in Shoreham-by-Sea and Worthing Hospital Find out more: https://www.uhsussex.nhs.uk/

Sussex Partnership NHS Foundation Trust specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: sussexpartnership.nhs.uk/about-us
3. Job Description

Job Description for the post of: Widening Participation and Outreach Co-Ordinator

Department: Admissions

Section/Unit/School: Brighton and Sussex Medical School

Location: University of Brighton

Grade: 5

Responsible to: Widening Participation Manager

This post is central to the student recruitment work of the Admissions Team at Brighton and Sussex Medical School (BSMS). The role of the Admissions Team is to manage the policy and process of undergraduate admissions to BSMS and to raise aspirations and widen participation into medicine. It provides advice and information in response to enquiries from prospective students (and their parents or carers, teachers/tutors, schools and colleges), other members of staff in the University of Sussex and the University of Brighton, and to external bodies such as UCAS. To provide core events delivery and some related administration for BSMS and Widening Participation and Outreach activities. Also, to strengthen existing external links with target widening participation groups (students, schools, career advisers and other professionals), and to assist with the development of productive new partnerships.

The Head of Admissions may also, from time to time, require the role-holder to perform other duties appropriate to the grade.

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.

4. Person Specification

ESSENTIAL CRITERIA

SKILLS / ABILITIES

- Ability to confidently deliver a high standard of oral communication to a wide audience ranging from academics to school children.

- Ability to produce written copy that is accurate and understandable to target audiences e.g. students / parents / schools.

- Ability to analyse and interpret WP information to support development of the WP strategy.

- Competent IT user – use of word, excel & email.

- Well-developed administrative and organisational skills with real attention to deadlines.

- Ability to prioritise workload appropriately.
• Ability to organise and manage successful on and off campus events that appeal to a range of different audiences.

• Ability to collect, analyse and present data in order to evaluate the success of events.

KNOWLEDGE
Current 11-18 education & qualification system – recent experience & understanding preferred.

An understanding of health and safety and child protection issues and legislation relating to running events on and off campus and summer school residential.

EXPERIENCE
Working in a secondary school / FE / setting (or)

Experience of delivering HE outreach and working with schools and colleges to design content that is age and curriculum appropriate.

QUALIFICATIONS
GCSE Maths and English

PERSONAL ATTRIBUTES AND CIRCUMSTANCES
• Submission to Enhanced Criminal Records Bureau check

• Effective networker and good at establishing rapport with academic and administrative colleagues alike

• Able to work to deadlines

• Flexible and able to adapt to change

• A creative and innovative approach to strategic thinking and problem solving and ability to exercise initiative.

• Ability to work well both in a team environment and independently.

• Willing to work a number of Saturdays, occasional evenings (with overnight stay during annual residential and road shows).

PREFERRED CRITERIA

SKILLS / ABILITIES
Experience of partnership working with external agencies.

KNOWLEDGE
Understanding of the 14-19 and HE policy context.
Knowledge of relevant study skills techniques.

EXPERIENCE
Project management experience.
Experience of managing residential activities.
Evidence of using social media around a specific campaign or event.

QUALIFICATIONS
Educated to degree level. WP programmes are about encouraging young people to consider higher education