1 Advertisement

Post Title: Widening Participation Graduate Associate
School/department: Communications, Marketing & Advancements Division, Widening Participation.
Hours: Full time considered up to a maximum of 1.0 FTE / 36.5 hours. Requests for flexible working options will be considered (subject to business need).
Contract: fixed term (1 year)
Reference: Ref. 8788
Salary: starting at £19,623 to £21,686 per annum, pro rata if part-time.
Placed on: 22 June 2022
Closing date: 18 July 2022 - Applications must be received by midnight of the closing date.
Expected Interview date: Tuesday 02 August 2022 or Tuesday 09 August 2022
Expected start date: W/c 15 August 2022

This vacancy is open to University of Sussex graduates who graduated in the last 24 months (UG and PGT) in any discipline

The Widening Participation team are seeking a keen and enthusiastic team player who is passionate about improving access to Higher Education. This role provides an exciting opportunity to work with our network of partner schools and colleges, collaborative partners, academic colleagues and student ambassadors.

The main duties of this post include:
• providing administrative support to ensure high quality events and programmes for pre-16 and post-16 students who are under-represented in Higher Education (HE).
• maintaining and updating key databases to ensure strong communications with internal and external colleagues.
• liaising with our internal and external colleagues to ensure the smooth running of events both on and off-campus.

The successful candidate should be highly motivated and be able to work well in a team environment as well as working independently. They should possess excellent IT skills, strong communication skills and should be flexible to work across the team. They will also need strong organisation skills and a proven ability to manage varied responsibilities, as they will be required to provide administrative support for the Project Leads and work closely with the WP Assistants across the team. This role will be line managed by the Ambassador Programme Manager, but they will work on projects across the team.

Please note that this post is subject to an Enhanced DBS check.

Please contact Amanda Cudby (a.cudby@sussex.ac.uk) for informal enquiries.

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 Communications, Marketing and Advancement (CMA) Division and is based in Sussex 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 young people to make informed choices in their educational journeys.

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 Project Lead.

“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

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.

If you would like to discuss the role before you apply, please contact Mandy Cudby a.cudby@sussex.ac.uk

Please find further information about the work that the Widening Participation does n our website: https://www.sussex.ac.uk/about/access-to-education

3. Job Description

Job Description for the post of: Widening Participation Graduate Association

Department: Communications, Marketing and Advancement (CMA)

Section/Unit/School: Widening Participation

Location: Sussex House (SH-110)

Grade: 3

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 including the Higher Education Access tracker (HEAT); supporting with the management of our inboxes; and developing content for our social media platforms.

Further to this, you will work closing with our team of student ambassadors who are central to all of our events and activities; and provide administrative support for projects. This may include tasks such as booking rooms, ordering catering, briefing ambassadors, and providing technical support for online events, and event support for our in-person events. With the support of the Project Leads across team you be required to develop and deliver content for our events and workshops, support our evaluation processes, and carry out administrative duties for the team as required.

Key Responsibilities:
1. To provide administrative support to the WP team.
2. To maintain and update the Higher Education Access Tracker (HEAT)
3. To organise logistics for on- and off-campus WP events and activities
4. To assist in the marketing and development of WP events and activities
5. To support the wider functions of the Widening Participation team as required

1. To provide administrative support to WP team
   • Liaise with ambassadors via phone, email and video conferencing.
   • Provide administrative support to ensure efficient processes for WP projects.
   • Monitor shared inboxes and reply to straightforward enquiries.
   • Oversee and contribute towards the use of social media platforms.
   • Maintain and update key databases used the team, including HEAT.
   • Support meetings by taking notes and writing agendas and minutes.
   • Support the timely collection of evaluation data in line with GDPR
   • Support evaluation processes and the production of evaluation and other database reports.

2. Work closely with other Widening Participation Assistants to ensure consistency of processes and systems that are used 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.
   • Support the team’s use of the HEAT Student Ambassador Portal.

3. To organise logistics for on-campus and off-campus WP events and activities
   • With support from the Project Leads, develop and deliver content for ambassadors to deliver as part of WP events and activities.
   • With support from the Project Leads, oversee ambassadors’ development of IAG content for events and activities.
   • Support Project Leads in the delivery of on- and off-campus activity, as required.
   • Conduct briefings and debriefs for ambassadors to help them prepare for, and then reflect upon, the activities they have participated in.
   • Support Project Leads by 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 and activities.
• Book transport and organise logistics for staff and ambassadors travelling off-site, as required.

4. **To assist in the marketing and development of WP activities**
   • Support the marketing the WP Ambassador programme to Sussex students, in addition to promoting any development opportunities made available to ambassadors.
   • Support Project Leads in devising appropriate written materials and resources for a range of different audiences.
   • Support the development of resources on Canvas to support communications with our team of Ambassadors.
   • Contribute to social media content and posts.
   • Support the development of content for the team’s website.
   • Source and organise the production or acquisition of resources and materials, as required.

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.

Please be aware that you will be required to obtain a satisfactory DBS check

4. **Person Specification**

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<tr>
<th>Skills/Abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Ability to deliver presentations to a wide audience range of audiences.</td>
<td>Y</td>
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<td>Good written and oral communications skills.</td>
<td>Y</td>
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<td>Good IT skills, use of Word, PowerPoint, Excel, and email.</td>
<td>Y</td>
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<td>Excellent administrative and organisational skills.</td>
<td>Y</td>
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<td>Ability to prioritise tasks and work towards objectives and deadlines.</td>
<td>Y</td>
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<td>Ability to work cooperatively, collaboratively and with kindness.</td>
<td>Y</td>
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<td>Ability to deal effectively with a range of people, reflecting on being mindful of own behaviour and how it impacts on others.</td>
<td>Y</td>
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<td>Calm and confident when confronted with challenges in the workplace.</td>
<td>Y</td>
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<td>An ability to be creative and innovative in</td>
<td>Y</td>
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problem solving and exercise initiative to improve ways of working.

| Ability to analyse data, draw conclusions and produce reports that show findings. | Y |
| Ability to use social media platforms within a professional setting. | Y |

### Knowledge

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<tr>
<td>An empathy for and understanding of the issues around Widening Participation and the HE Policy context.</td>
<td>Y</td>
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<td>An understanding of health and safety and child protection issues and legislation relating to running events on and off campus and residential/field trips.</td>
<td>Y</td>
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### Experience

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<td>Experience of working with young people and/or underrepresented groups.</td>
<td>Y</td>
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<td>Experience of studying for a degree, as the WP programme is about encouraging young people to consider higher education.</td>
<td>Y</td>
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<td>Experience of supporting outreach or educational activities and engagement with students, parents, school and college staff, and/or partner organisations.</td>
<td>Y</td>
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<td>Experience of working with student volunteers or paid student workers.</td>
<td>Y</td>
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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: June 2022