



Widening Participation Officer

New College of the Humanities wishes to appoint a Widening Participation Officer.

This is a key role in the delivery of the College's Widening Participation activities. The person in this role will coordinate and draft the Access and Participation Plan, driving the initiatives set out in the plan, and monitoring and evaluating their success.

The post holder will have experience of developing and delivering of widening participation activities, within a higher education setting, and will be able to demonstrate clear strategic and operational thinking. An ability to analyse and interpret data, and being an adviser to senior management on all matters relating to Access and Participation is an important part of this role.

About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities has established itself as a prestigious, university-level college based in the heart of cultural and intellectual London. Small by design, the College offers a unique and broad liberal arts-inspired curriculum with highly personalised teaching, including the gold standard one-to-one tutorial system. The College is currently going through an exciting period of growth, part of which is having recently become part of Northeastern University's global network.

Application Process

Applications should be made via [this link](#) by midnight, 12th May 2019. Please reference your application "WP0419". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Candidates who have been shortlisted will be notified by 15th May 2019.

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We are not able to provide Tier 2 Sponsorship for this role.

Widening Participation Officer

Job Description

POSITION OVERVIEW

Department	:	Admissions
Contract	:	Full-time, permanent
Location	:	Bloomsbury, London
Salary	:	£32,000 to £36,000, depending on experience
Start date	:	Immediate
Benefits	:	Generous benefits package including 25 days holiday allowance (excluding Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)

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The post holder will have experience of developing and delivering of widening participation activities, within a higher education setting, and will be able to demonstrate clear strategic and operational thinking. An ability to analyse and interpret data, and being an adviser to senior management on all matters relating to Access and Participation is an important part of this role.

DUTIES AND RESPONSIBILITIES

- Chairing the Widening Participation Working Group.

JOB DESCRIPTION WIDENING PARTICIPATION OFFICER

- Oversight of data collection and retention, to ensure that appropriate applicant and student data is collected, reported and disseminated, in accordance with the reporting requirements of the Office for Students and the internal requirements of the College.
- Developing comparative data with appropriate sector benchmarks and other comparators.
- Analysing applicant and student data to identify gaps in access, success and progression by under-represented groups, and making realistic recommendations that align with the plan.
- Working with colleagues to develop appropriate materials designed to appeal to the target groups, including writing content for online and offline publication.
- Working with the recruitment team and schools to encourage applicants from under-represented groups and to ensure that they are successful in their studies and supported into their chosen employment.
- Developing, drafting and managing the Access and Participation Plan, in accordance with the requirements of the Office for Students.
- Monitoring the progress of the Access and Participation Plan against targets and making recommendations to the Executive team on future targets.
- Managing and recording of the expenditure on Access and Participation, including regular reviewing of the relevant budget.
- Keeping up to date with the requirements of the Office for Students and best practice in the higher education sector regarding Access and Participation.
- Keeping up to date with internal and external factors that informs/influences the student decision making process.
- To provide training, advice and support to staff on Widening Participation issues, and ensuring that Widening Participation is an integral part of the College. This includes supporting faculty with curriculum design and delivery.
- Representing Widening Participation on other internal / external groups and sector events. Attend and contribute to regular departmental and other staff meetings.
- An active member of the Recruitment team, undertaking recruitment and admissions duties and participating in other recruitment activities. This will involve travel and out of hours attendance.
- Other duties commensurate with the level of this job role.

Person Specification

Specification	Essential / Desirable
Education, Qualifications and training	
Masters degree	D
Educated to degree level or other Professional qualification	E
Experience	
Track record of delivering critical targets (individual and wider-team) and meeting deadlines	E

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Track record with the ability to bring projects to a successful conclusion / successful delivery of a wider-strategy	E
Experience in Access and Participation initiatives in Higher Education	E
Sound knowledge of the requirements of the Office for Students in the area of access and participation by under-represented groups	E
Experience of drafting access and participation plans, including monitoring and evaluating their success	E
Knowledge, Skills and Abilities	
An excellent communicator and strong interpersonal skills with the ability to engage with a variety of audiences and be able to handle sensitive information in a diplomatic manner	E
Well organised, able to prioritise and work to deadlines	E
A collaborator, team player, and the ability to work independently	E
High level skills in data analysis, relevant data sets, sources of benchmarks and comparative data	E
