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| **Job title:** Faculty Liaison Officer **Present Grade:** 6**Job Description****Faculty Liaison Officer**  |
| **Department/division:** Social Mobility and Student Success (SMSS), External Relations  |
| **Directly responsible to:** Widening Participation Manager  |
| **Supervisory responsibility:** N/A |
| **Contacts:*** *Internal:* Other External Relations colleagues, colleagues within Student Success team, Evaluation and Impact, Recruitment and Admissions, academic and professional staff within Faculties and departments, Lancaster University Students’ Union, current LU students (student ambassadors and PhD Demonstrators) and all other Professional Services.
* *External:* Prospective students and parents, school and college teachers and careers professionals, local/regional government, other higher education staff and Lancaster alumni.
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| **Major duties:**The Faculty Liaison Officer will be responsible for delivering high quality events and activities linking to academic faculties and departments to widen access of underrepresented groups at Lancaster University. The role holder will deliver activities for young people with a focus on different academic disciplines to support students to make informed decisions about courses. The post holder will work with young people, academics, parents and carers as wells as teachers to deliver these initiatives. These activities will predominantly take place on campus, however the role holder will be required to go out to schools and colleges to promote the programmes they deliver and to build schools relationships. |
| **Principal duties:**1. To develop and deliver WP programmes in partnership with faculties and departments for WP students.
2. To planning and deliver small- and large-scale events (such as workshops and on campus taster days) which link to the Access and Participation Plan’s (APP) priorities.
3. To give accurate information, advice and guidance to prospective undergraduate students about courses/student life at Lancaster, and the subjects available.
4. Plan, deliver and evaluate workshops and presentations that showcase the University and the Faculties, ensuring information is accurate, up to date and appropriate for the relevant audience.
5. To develop relevant resources for WP programmes, including providing up-to-date information for web pages.
6. To liaise and network with teachers and careers professionals to develop effective school/college relationships to meet WP recruitment targets.
7. To collect data and develop reports relating to this activity.
8. To collect, input and monitor data on the University’s WP activities for the purpose of evaluation and continuous improvement.
9. To contribute to the evaluation and development of the University’s WP activities and to support the University to meet the targets as outlined Lancaster’s Access & Participation Plan (A&P Plan).
10. Maintain and update own professional knowledge on sector wide issues relating to core areas of work, share good practice and train other colleagues as necessary.
11. Work with colleagues in External Relations, the Faculties and departments, to identify and select through recruitment and interview a pool of Student Ambassadors to work on WP activities.
12. To supervise student ambassadors in the event delivery and support of WP activities.
13. At all times to carry out responsibilities with due regard to the University’s code on Equality, Diversity and Inclusion, Health and Safety and Child Protection policy.
14. Any other duties appropriate to the role as required by their Line Manager, Head of Department or the Widening Participation Advisory Group (WPAG).
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Please note: ‘Faculties’ refers to:

• The Faculty of Science and Technology

• The Faculty of Arts and Social Sciences

• The Faculty of Health and Medicine

• Lancaster University Management School