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| **Job title:** Widening Participation Officer **Present Grade:** 6 |
| **Department/division:** Social Mobility and Student Success (SMSS), External Relations |
| **Directly responsible to:** Widening Participation Manager |
| **Supervisory responsibility:** Widening Participation Coordinator |
| **Contacts:**   * *Internal:* External Relations colleagues, Recruitment and Admissions staff, academic departments and Faculties, Lancaster University Students’ Union and all other Professional Services. * *External:* Prospective students and parents, school and college teachers and careers professionals, local/regional government, external partner organisations, other higher education staff and Lancaster alumni. |
| **Major duties:**  The Widening Participation Officer will manage and deliver programmes which support young people who are underrepresented at Lancaster University. The role holder will be responsible for delivering the Role Model Ambassador Programme, working with British South Asian Communities and Islamic Faith schools, and the Uncover Progress programme, working with Black Heritage students in the Southeast. These bespoke WP programmes involve initiatives such as campus visits, residentials, mentoring sessions and online workshops, which the role holder will be responsible to deliver. In addition, the role holder will manage a team of student mentors and role model ambassadors to develop content and resources for the programmes. |
| **Principal duties:**   1. To develop and deliver widening access initiatives to support young people to make an informed decision about higher education. 2. To design and deliver events which align with the Role Model Ambassadors programme and Uncover Progress programme, such as on campus visits, residentials, in-school visits and online sessions. 3. To line manage a Co-ordinator who will support the delivery of activities set. 4. Work with the Widening Participation Co-ordinator to recruit and train a pool of Student Ambassadors to work on the Role Model Ambassador programme and the Uncover Progress programme. 5. To monitor progress of the programmes and actively evaluate the programmes outlined, with a robust evaluation plan which aligns with our Access and Participation Plan (APP). 6. Manage a budget for the projects. 7. Work with external partners (such as With Insight) to deliver programmes which meet our APP targets. 8. Deliver high quality presentations about the University and other aspects of higher education both on and off campus. 9. To liaise and network with teachers and careers professionals to develop effective relationships to meet WP targets. 10. To manage relevant web pages and ensure information is updated as required. 11. Assist in the development/production of relevant, targeted WP promotional materials. 12. To collect, input and monitor data on the University’s WP activities for the purpose of evaluation and continuous improvement. 13. 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. 14. 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. 15. Any other duties appropriate to the role as required by the Line Manager or Head of Department. |