

JOB DESCRIPTION
Vacancy Ref: N2651

Job title: Outreach Coordinator	Present grade: 5
Department/college: Admissions and Outreach	
Directly responsible to: Outreach Officer	
Supervisory responsibility for: N/A	
<p>Internal contacts: RAID colleagues, Outreach and Student Success team, academic departments and faculties, Lancaster University Students' Union, other professional services and current Lancaster students.</p> <p>External contacts: Prospective students and parents, schools and colleges, teachers and careers professionals, local/regional government, educational or voluntary sector organisations/charities, Lancaster Alumni and external stakeholders.</p>	
<p>Purpose of the role: To develop and deliver outreach activities to raise attainment, enhance learning value and broaden the aspirations of young people from widening participation (WP) backgrounds in consultation with partner schools, colleges and educational or voluntary sector organisations/charities.</p> <p>Principal duties:</p> <ol style="list-style-type: none"> 1. To coordinate activities and events as part of the Lancaster University's Access Programme and/or Realising Opportunities programme, working with the designated Outreach Officer (Programme Manager). 2. To deliver projects and activities with clear links to the National Curriculum and Gatsby Benchmarks and a focus on raising attainment/aspirations. These projects could include bespoke provision for young people from groups under-represented in higher education i.e. young people with disabilities, care leavers, estranged students, children from Military families or those from gypsy or Traveller communities. 3. To develop and maintain relationships with teachers at partner WP schools and colleges, monitoring the progress of young people participating in access activities and providing constructive feedback to enhance their learning (as appropriate). 4. To plan, arrange and deliver presentations, workshops or events at partner WP schools and colleges to inform prospective WP students about higher education and the opportunities available at Lancaster, this will also include parental engagement activities. 5. To develop knowledge of/deliver presentations on a range of topics including: HE progression routes, student finance, UCAS application process, student life and support services, providing accurate and timely information, advice and guidance to young people. 6. To support Student Ambassador recruitment, DBS checking and the training process for current Lancaster students involved in the delivery of outreach activities. 7. To complete administrative duties, financial monitoring and evaluate the effectiveness of activities. 8. Maintain and update own professional knowledge of issues relating to widening access or areas specific to the role and share best practice. 9. To be involved in the delivery of divisional activities such as Open Days, Summer Schools, Teacher Conferences and Clearing. 10. At all times to carry out your responsibilities with due regard to the University's code on Equality and Diversity, University Health and Safety Codes of Practice and Child Protection Policy. 11. Any other duties appropriate to the role as required by the Line Manager or Head of Department. 	