

**Post title:** Widening Participation Officer – GROWS

**Salary Grade:** Grade 6

**Department:** Marketing & Stakeholder Engagement

**Reports to:** Project Lead - GROWS

**Base and Location:** You will be expected to work as required flexibly across any of the campuses the University occupies in Cheltenham or Gloucester. The University does have an agile working policy, and this requires the postholder to be based in the UK. This role requires extensive travel around Gloucestershire to a variety of secondary schools and colleges. When not required on campus or in school there is flexibility to agile work should you choose to.

## About the role and any special conditions

GROWS is a consortium of higher education providers within Gloucestershire, led by the University of Gloucestershire. GROWS have been successfully delivering the Office for Students funded - [Uni Connect Programme](#) within Gloucestershire since 2017. The project is currently funded up to August 2026, with the potential for further funding beyond that date.

The GROWS remit is to work with secondary schools and colleges in Gloucestershire to provide a range of information and interventions to ensure young people are well informed about their future options and to encourage aspiration to higher education level study. Targeting takes place to ensure those who have lower than expected HE progression rates have priority access to GROWS work.

The postholder may be required to work on some evenings and weekends and may be required to work away from home to cover events. All staff in the team are required to support key activities so some restrictions are in place relating to booking annual leave during peak periods.

The role requires significant travel across the whole Gloucestershire region. Travel includes the ability to transport multiple boxes, banner stands and equipment and therefore the post-holder will require an appropriate and efficient means of doing so, some areas are very rural with poor public transport links.

The post holder may be based at any premises the University occupies and may be required to work at any University site or any other reasonable location where the University is undertaking its business. The university does have an agile working policy, and this requires the postholder to be based in the UK

This job requires a DBS check

## Main duties and responsibilities

- The WP Officer – GROWS will assist the Project Lead and work with colleagues to support our six partner institutions to achieve the projects aims and objectives, through the annual operating plan. The postholder will be responsible for developing and delivering projects within the 9 main target schools and colleges as well as their wider communities. Projects will be related to progression to higher education and will require full monitoring and evaluation reporting.
- Identify, develop and deliver collaborative widening participation, outreach and attainment raising activities and events including insight into university days, subject tasters, subject enrichment and skill-based events. All projects should be delivered to time, budget and fulfilling the KPIs as agreed by the project lead or steering group.

- Successfully organise and deliver a range of engaging talks, sessions and projects relating to educational pathways, HE progression, aspiration to higher level learning and supportive sessions to increase attainment towards progression to HE to target and hub schools to compliment the current offer by partner institutions.
- Produce targeted outreach, widening participation and attainment raising resources and activities (for students, teachers, advisors, parents and carers) based on the GROWS operating plan, under the guidance of the Project Lead.
- Contribute to strategic and operational planning and co-ordinate projects associated with the project aims and objectives as agreed by the steering group or the Project Lead. This may include projects with alternative funding streams and overarching aims.
- Liaise with a range of staff at partner institutions and through flexible contracts to recruit and deploy resource for collaborative widening participation, outreach and attainment raising activities and events and office-based activities. Ensure appropriate training and guidance has been shared and quality assurance is built in.
- Ensure evidence-based evaluation is built into projects and produce detailed end of project/activity evaluation reports to measure impact, value for money and overall success and to inform future practice and the wider work around 'what works' in HE outreach.
- Support the development and delivery of continuing professional development (CPD) activities relating to higher education information and advice and support for attainment raising activities for staff in schools/colleges.
- Be a main point of contact and pro-actively build relationships with key stakeholders including partners, schools/colleges, local authority staff including the Gloucestershire Careers Hub and relevant third sector organisations to further the aims of the GROWS network. This may include delivering projects and/or activities aligned with those stakeholders and to a wider network of schools/colleges.
- Develop and co-ordinate accurate, engaging, and well-presented content for the range of digital channels, as well as hard copy content; including writing guides, website and socials content and high level CRM. Work with external agencies as appropriate.
- Conduct and follow risk assessments as required ensuring mitigations are identified and in place. Responsibility for young people whilst on campus and/or in GROWS care without teachers and/or parents.
- Responsible for undertaking health and safety responsibilities and duties for your role, as detailed in the University of Gloucestershire's 'Health and Safety Responsibilities' document and any supporting risk assessments that relate to your position. As part of general responsibilities, all staff have a duty to take care of themselves whilst at work and others who may be affected by their acts or omissions.
- To ensure we are creating an inclusive environment for staff and students.

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To undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.

This job description does not form part of your contract and may be amended from time to time. You may also be required to undertake alternative, additional, or ancillary duties from time to time as the University may reasonably direct.

### **Person Specification – the essential criteria will be used when shortlisting for interviews**

#### **Essential**

- An understanding of the importance of equity and diversity within an organisation and a commitment to helping create an inclusive culture
- Experience of co-ordinating and having direct responsibility for a range of activities or projects within education, widening participation (WP) education or a related field.
- Experience of individually delivering engaging presentations and workshops to a variety of audiences but including secondary aged learners.
- Recent experience of events organisation, ideally including large scale events.
- Recent experience of successful target and outcome-based project management.
- Strong relationship building and communication skills and the ability to work at pace.
- Strong attention to detail with a flexible and creative approach, with the ability to adapt positively to change and recognise the opportunities presented.
- Ability to manage projects to time and within budget with an ability to effectively prioritise across multiple projects/programmes.
- Experience of monitoring and evaluating projects using a range of evaluation tools.
- Educated to degree level or equivalent from a UK based institution.
- Secondary education from a UK based school (I2 and L3 quals).
- Committed to providing the highest quality of service and striving for continuous improvement and development.
- Proficient IT skills in MS Word, Excel and Outlook.
- An understanding of the importance of equity and diversity within an organisation and a commitment to helping create an inclusive culture

#### **Desirable**

- Knowledge of the widening participation and HE outreach agendas.
- Experience of working in partnership with external organisations.
- Formal qualification in project management or careers IAG or marketing.

- Experience of implementing robust processes and procedures for activities.
- The ability to take feedback around performance and to perform in a team striving for continuous improvement
- Experience of CRM systems.