



JOB DESCRIPTION	
JOB TITLE	Widening Participation Officer
PAY/GRADE	Point 22, £24,493 per annum (actual £9,850 pa)
HOURS	18.5 hours per week, TTO (term time only) 34 weeks
REPORTS TO	HE Manager - Teacher Training and Partnerships
LOCATION	Stamford College
JOB PURPOSE	
<p>The post holder will be passionate about promoting and broadening access to Higher Education (HE) alongside possessing excellent administration skills. This project includes a variety of activities and schemes that will need to be organised, implemented and monitored for a successful outcome and funding.</p> <p>The role will provide administrative/ project support to a HE Engagement Officer based at Peterborough in the day-to-day running of the widening participation project within the colleges. This aims to increase the progression to HE among students from lower socio-economic backgrounds and under-represented groups. They will also work closely with Lincs Higher. Their main base will be Stamford but there will be times that attendance at Peterborough is required.</p>	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> • Provide effective support to the HE Engagement Officer including project administrative tasks. • Timely and accurate invoicing, initiating, recording and managing payment schedules and writing and submitting payment applications and tracking documents. • General administration including the management of databases and data entry. • Corresponding with relevant parties to ensure the delivery of activities. • Effective engagement with LincsHigher and their UniConnect team. • Booking resources required for activities and completing the relevant paperwork. • Recording all activities and student progress to set criteria and to ensure the data is collected and recorded in a timely manner. • Leading and planning events and activities at the Stamford Campus and engaging with careers and wellbeing teams at Stamford. • Working with Student Mentors to promote HE progression opportunities. • Monitoring and evaluating activity efficacy in line with project goals. • Preparation of financial return including invoices and expenditure to date. • Promotion and raising awareness of widening participation activity and initiatives. 	
OTHER	
<ul style="list-style-type: none"> • Engender a strong team ethos, which promotes a positive, can-do attitude across the department. • Maintain excellent standards of customer care and provide a flexible and responsive service to all users. • Contribute to the development of IEG Group's Strategic Aims, Objectives and Values. • A commitment to the provision of a high quality, student-centred service. • Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role. 	



- Participate in and make an appropriate contribution to the College's planning and review processes.
- Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
- To carry out such duties as may be determined from time to time within the general scope of the post.

TERMS AND CONDITIONS

Contract	Permanent
Pension	Appropriate Pension Scheme
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday – working pattern to be agreed.
APPLICATION PROCESS	
Applicants should complete the College's online application form https://ieg.ac.uk/jobs/	
Closing Date	05 November 2023
Interview Date	TBC

PERSON SPECIFICATION						
Widening Participation Officer						
Criteria	Essential or Desirable		Assessment Method			
	A	I	T	R		
QUALIFICATIONS						
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications)	E		✓			
Educated to Degree level or equivalent		D	✓			
Level 3 administration qualification		D	✓			
EXPERIENCE						
Office administration experience, including the use of database and electronic filing systems and the ability to produce coherent well structured reports for a variety of audiences.	E		✓	✓		
Experience in customer care.	E		✓	✓	✓	
Experience of working with colleagues reviewing and applying performance improvement measures to operation and service provision, with particular reference to customer satisfaction.		D	✓			
KNOWLEDGE						
IT skills in MS Office including Word and Excel	E		✓	✓		
Knowledge of financial control systems		D	✓	✓		
KEY SKILLS						
Excellent communication and interpersonal skills with the ability to communicate across range of methods – telephone, written and verbal	E			✓		
Ability to work independently with good prioritisation and organisational skills	E			✓		
Effective team working skills with the ability to develop and maintain good working relationships with staff	E			✓		
Customer focused	E			✓		
Motivated and enthusiastic	E			✓		
OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behavior at all times	E			✓		✓
Good previous attendance record	E			✓		✓
Ability to travel on College and Group business	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References