

Appointment details- Fixed Term

**Outreach and School Liaison Assistant**

**Aimhigher West Midlands**



**Closing date**

Friday 20 May 2016

Ref: R160138

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## ▶ About Aston University

Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to industry, government and commerce. Professor Dame Julia King became Vice-Chancellor of the University in 2006.

### **Outstanding graduate employability**

Aston has been a leading university for graduate employment success for over 25 years. Over 75% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

Aston University is 14th in the UK for 'Top universities by graduate earnings', ahead of UCL, Bristol, Warwick and Loughborough. (The Telegraph, 2015).

### **Career focussed programmes**

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

### **Excellence in teaching and research**

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our research and the real world applications developed as

a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

### **International**

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year

Aston University is rated as one of the '100 most international universities in the world 2015.' (The Times Higher, 2015).

### **Birmingham – one of Europe's liveliest cities**

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

### **A green, sustainable campus**

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 9,500 students. All staff have the opportunity to contribute to our sustainability agenda and practices.



## Welcome from Professor Helen Higson

*Dear applicant*

I am delighted that you are considering applying for this position at what is a particularly exciting time for Aston University, and an incredibly challenging time for the Higher Education (HE) sector. The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty.

Aston is well positioned for the future. Our vision 'Employable Graduates; Exploitable Research' not only inspires and motivates students, but speaks to business and governments, who will increasingly look to Aston for ideas and partnership.

I look forward to receiving your application, and learning more about how you feel you can contribute to Aston's continuing success.

*H. E. Higson*

**Professor Helen Higson**  
Deputy Vice-Chancellor

## ▶ Job description

The post holder will act as the single point of contact for Aimhigher West Midlands, part of NNCO (National Network of Collaborative Outreach) providing support and guidance to schools/colleges across the region.

The post holder will also provide administrative support for a range of general duties in the Schools Liaison and Outreach Office relevant to the collaborative outreach activity as well as support student recruitment activity.

The post holder will be a member of the Schools and Colleges Liaison department, specifically within the Student Volunteering and Outreach Team. The post holder will report on a day to day basis to the Outreach and Intensive Activities Manager at Aston and more generally to the Aimhigher West Midlands Management Group.

The post holder will be required to undertake an enhanced DBS check.

## Responsibilities

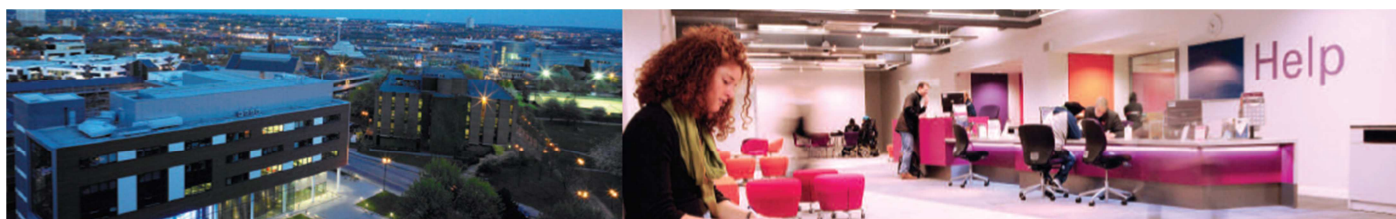
Aimhigher West Midlands - As the Single Point of Contact (SPoC) for the Network (0.6 FTE):

- ▶ Continue to develop a clear and concise school enquiries referral procedure for the HEFCE NNCO initiative.
- ▶ Develop and maintain strong relationships with West Midlands Network schools and colleges and other relevant organisations.
- ▶ Raise awareness of, and encourage participation in, Network activity as advertised through the website.
- ▶ Contribute to promoting the Aimhigher Network and progression routes into higher education.
- ▶ Respond to queries and requests from schools/colleges within and outside the Network to include communicating with partners to ensure these requests are covered.
- ▶ Support collaboration between Aimhigher member Universities and Colleges, including attending and reporting on project board meetings.
- ▶ Assist with the day to day administration of member outreach programmes with a focus on data collection, monitoring and evaluation.
- ▶ Provide general administrative support to the Aimhigher Project Office team and Aston Schools Liaison team as required, to include managing the office diary, organising meetings, ordering stationery and updating web pages.
- ▶ Contributing to the general work of the Schools and Colleges Liaison Office at Aston University including Open Days and representing Aston University/Aimhigher at HE/Careers Fairs.
- ▶ To undertake other duties commensurate with the post.

Outreach Responsibilities (0.4 FTE):

- ▶ Manage the day to day administration of outreach programmes with a focus on data collection, monitoring and evaluation.
- ▶ Provide general administrative support to the Student Volunteering and Outreach team to include managing the office diary, organising team meeting, ordering stationery and updating the SVO and PSS web pages.
- ▶ Processing the office finances to include raising purchase orders and monitoring budgets and producing financial reports for the Outreach and Intensive Activities Manager as and when required.
- ▶ Support in the delivery of the students into school schemes including recruitment, retention and training activities.
- ▶ To work flexibly as a member of the Schools and Colleges Liaison Department, this includes contributing to Open Days and representing Aston University at HE/Careers Fairs.

- ▶ Support in the delivery of an on campus postgraduate open day as well as general postgraduate enquires.
- ▶ To undertake other duties commensurate with the post.



## ▶ Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	A Levels or equivalent qualification.	Application form
<b>Experience</b>	<p>Experience of working in a busy customer facing office environment.</p> <p>Experience of building and maintaining positive working relationships with internal and external stakeholders.</p> <p>Experience and confidence in public speaking.</p> <p>Strong Administrative background.</p> <p>Experience of working with all Microsoft Office applications.</p>	Application form, interview and presentation
<b>Aptitude and skills</b>	<p>A comprehensive understanding of the widening participation agenda.</p> <p>Excellent written and verbal communication skills to include an excellent telephone manner.</p> <p>Highly developed organisational skills with attention to detail.</p> <p>Excellent interpersonal, teamwork and networking skills.</p> <p>Ability to prioritise workload effectively in pressured situations.</p> <p>Ability to work independently to deadline and on own initiative as well as part of a team.</p> <p>Positive and flexible attitude to work.</p>	Interview and presentation

	<b>Desirable</b>	<b>Method of assessment</b>
<b>Education and qualifications</b>	Degree or equivalent qualification.	Application form
<b>Experience</b>	<p>Experience of working in Higher education.</p> <p>Experience of supporting/organising outreach activities.</p> <p>Evidence of working collaboratively.</p> <p>Previous experience of working with young people in an advisory capacity.</p> <p>Experience of producing marketing material to include web content.</p>	Application form, interview and presentation
<b>Aptitude and skills</b>	<p>An Interest and understanding of Postgraduate recruitment and financial support associated with this.</p> <p>An interest in marketing and social media.</p> <p>An understanding of working with young people and vulnerable adults and issues relating to safeguarding.</p> <p>Full driving licence.</p>	Interview and presentation

## ▶ Salary & benefits

This post is offered on a fixed term basis until 31<sup>st</sup> December 2016. The appointment is Grade 6 and the salary range for this grade is £21,605 to £23,619 per annum.

<b>Holiday entitlement</b>	25 days per annum, in addition to 13 days public and university holidays.
<b>Pension</b>	Eligible staff are offered a defined benefit pension with the Aston University Pension Scheme (AUPS).
<b>Contribution pay</b>	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.

Visit our website: [aston.ac.uk/hr](http://aston.ac.uk/hr) for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

## ▶ How to apply and the selection process

Please visit our website [aston.ac.uk/jobs](http://aston.ac.uk/jobs) to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

**Closing date for applications** Friday 20 May 2016

**Interview date** Tuesday 7 June 2016

Please contact Baljinder Rana, Outreach and Activities Manager, for an informal discussion about the role.  
Tel: +44(0) 121 204 4776 Email: [b.rana1@aston.ac.uk](mailto:b.rana1@aston.ac.uk)

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Heather Eden  
HR Advisor  
+44 (0) 121 204 4576  
[h.eden@aston.ac.uk](mailto:h.eden@aston.ac.uk)

Denise Jackson  
HR Administrator  
+44 (0) 121 204 4600  
[d.jackson@aston.ac.uk](mailto:d.jackson@aston.ac.uk)

## ► Outline terms and conditions of the appointment

<b>Qualifications</b>	Successful candidates will be required to produce evidence of their qualifications upon joining the University
<b>Medical clearance</b>	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
<b>Eligibility to work in the UK</b>	<p>Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.</p> <p>Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the <a href="#">points-based calculator</a> on the UK Visas and Immigration website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.</p>
<b>Document checks</b>	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the <a href="#">UK Visas and Immigration website</a> .
<b>Equal opportunities</b>	<p>Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.</p> <p>The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
<b>Data Protection Act 1998</b>	<p>Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.</p> <p>Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.</p>



**Disclosure and Barring Service (DBS)**

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Since this post may involve substantial unsupervised contact with young people and/or vulnerable adults, it is an exception under the act and the successful applicant will be required to undergo a DBS check

Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr).

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**Employable Graduates**  
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