

Reference: R210054

Salary: Grade 5 £20,130 to £22,417 per annum

Contract Type: Fixed Term until 31 July 2021

Basis: Full Time (36.5 hours per week)

Closing Date: 23:59 GMT on 28 February 2021

Interview Date: 9 and 10 March 2021

AimHigher Progression Ambassador (3 posts)

Candidate brief



Job description

Aimhigher Plus is an initiative targeting areas of the West Midlands where the progression of young people to higher education is lower than GCSE attainment suggests it should be.

Aimhigher Plus will build on the extensive higher education outreach already provided by universities and develop new and exciting opportunities for young people from disadvantaged backgrounds.

Aimhigher Plus is part of Uni Connect formerly known as the National Collaborative Outreach Programme (NCOP), supporting the government's goals to double the proportion of disadvantaged young people entering higher education (HE) by 2020, increase by 20% the number of students from ethnic minority groups and address the underrepresentation of young men from disadvantaged backgrounds.

Aston University of one of the 6 partner universities involved in the Aimhigher Plus.

Job Purpose:

The purpose of this post within the wider team is to ensure that the University commitment to the Aimhigher Uni Connect programme (Aimhigher Plus) is delivered. This means that targeted under-represented groups are encouraged to apply to Higher Education, through a range of activities, partnership working and action-based research.

The Aimhigher Plus programme is split into 2 strands- Intensive & Wrap Around. Aimhigher Plus Progression Ambassadors will be based in Aston's partner schools as part of the intensive programme. Aimhigher Plus Progression Ambassadors will undertake the day-to-day delivery of the programme and will help to recruit students onto events for the Wrap Around Programme.

He/she/they will work closely with students and staff at all levels, and with the rest of Aston and Aimhigher team to ensure that the delivery of the programme is optimised. He/she/they will enjoy a significant degree of autonomy and is required to use high level initiative on a day to day basis.

Successful candidates will have the opportunity to work on the 'front line' of addressing widening participation issues. This is a challenging role yet rewarding role that is well-suited to individuals looking to pursue a career in education and/or the third sector/charity sectors. The role lends itself to well organised, resilient individuals who can communicate effectively using tact and sensitivity towards the needs of a variety of stakeholders especially under current circumstances.

Main Duties and Responsibilities

- ▶ To lead and work proactively with a caseload of pupils in two/three secondary schools in order to encourage them to apply for higher education.
- ▶ Deliver a programme of activity to them in a variety of ways, for example, through assemblies, workshops and one to ones both in person (where applicable under the most up to date government guidelines relating to Covid-19) and virtually using multiple delivery platforms.
- ▶ To organise activities related to HE to enhance the pupil's appreciation of the opportunities available to them
- ▶ To liaise with undergraduate mentors to ensure a high quality mentoring service to pupils is delivered

- ▶ To build effective working relationships with school staff at all levels
- ▶ To proactively organise work within the parameters set by the University, and to meet targets
- ▶ To maintain accurate records of school activities so that reporting back to HEFCE can be efficiently carried out; to report back on progress to management and to support monitoring and evaluation activity.
- ▶ To support school staff with school activities related to the caseload students and school-initiated activities
- ▶ To liaise and share good practice with other Aimhigher Plus Progression Ambassadors
- ▶ Contributing to other student recruitment and widening participation activities associated with the Outreach Office as and when necessary

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	GCSE	Application form
Experience	<p>Demonstrable experience and a strong commitment to working with young people.</p> <p>Knowledge of Widening Participation policies and the issues giving rise to the Uni Connect (NCOP) programme</p> <p>Knowledge of educational pathways from GCSE-Degree Level and experience supporting students/young people through this cycle</p> <p>Experience and/or demonstrable enthusiasm to quickly learn techniques for delivering programmes in person and virtually using a variety of platforms i.e. Prezi, WebinarJam, Teams etc.</p>	Application form and interview
Aptitude and skills	Proficient in use of Microsoft packages	Application form and interview

	Essential	Method of assessment
	<p>Ability to communicate effectively and present information in an informative and engaging manner to small and large audiences</p> <p>Ability to build a rapport with 'hard-to-reach' students, whilst maintaining a professional demeanour.</p> <p>Ability to build effective working relationships and to negotiate with a range of stakeholders- including School Senior Leadership teams, external organisations, and members of the Aimhigher Plus team</p> <p>Ability to problem solve, work independently and proactively.</p> <p>Ability to work autonomously, prioritise workload and manage time effectively</p> <p>Ability to work as part of a team as part of a team</p> <p>Flexibility, tact and diplomacy</p> <p>Knowledge and understanding of the importance of Safeguarding</p> <p>Prepared to work evening and occasional weekends when required</p>	
	Desirable	Method of assessment
Education and qualifications	Degree	Application form
Experience	<p>Experience of working as an ambassador or mentor for an outreach team within the higher education setting</p> <p>Experience of managing projects and running events</p>	Application form and interview

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Joseph Allen

Job Title: Uni Connect Programme Manager

Email: j.allen11@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: 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.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

