



## Outreach Officer

**Reference:** 0193-23

**Grade:** 7

**Salary:** £28,929 to £34,314, per annum, depending on experience

**Contract Type:** Continuing

**Basis:** Full Time

# Job description

## Job Purpose

This Officer will lead on the delivery of our Pre-16 Outreach programmes, Aston Adventure and Aspire to Aston. Both programmes consist of a series of talks and workshops, designed to encourage students, aged 9 – 15 and from low-socio economic backgrounds, to consider applying to higher education. Alongside this, you will work with the outreach team to design and implement on site events such as campus experience days, showcasing the university and all it offers. You will also support the department's recruitment priorities by managing relationships with a portfolio of existing partner schools, delivering talks and workshops to their students/parents and attending Higher Education/UCAS fairs.

The successful post holder will report to the Outreach Manager, supporting and deputising when required, as well as being a proactive member of the wider Student Recruitment and Outreach team.

Occasional evening and weekend work will be required.

## Main duties and responsibilities

- ▶ Recruiting target numbers of schools to participate in Aston Adventure and Aspire to Aston programme and monitoring their engagement/satisfaction with the schemes
- ▶ Delivering engaging talks and workshops as part of the Aston Adventure and Aspire to Aston Programmes to students in school years 5 – 10, on and off campus.
- ▶ Leading on the Mature learner Outreach strategy
- ▶ Planning and delivering high quality events and activities both in schools and on the University Campus, both independently and in collaboration with Aston colleagues
- ▶ Collecting data and supporting with the evaluation and reporting of Student Recruitment and Outreach activity, working with partner organisations where appropriate
- ▶ Building and maintaining effective relationships with key stakeholder groups - including charity partners, teachers and school learners - to ensure consistently high-levels of engagement with our programmes
- ▶ Representing Aston University at key stakeholder meetings and forums as appropriate. Completing all necessary administrative duties linked to the successful running of assigned projects and as directed by line management
- ▶ Working flexibly as a member of the Student Recruitment and Outreach department - this includes contributing to Open Days, Applicant Visit Days and representing Aston University at HE/Careers Fairs.
- ▶ Working with other Student Recruitment and Outreach Officers to collaborate, share good practice and support our culture of continuous improvement

### **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
<b>Education and qualifications</b>	An honours degree or equivalent qualification.	Application form
<b>Experience</b>	<p>Experience of building and maintaining purposeful relationships with a large and diverse stakeholder group</p> <p>Experience of organising and delivering projects/events, including targeting, monitoring and evaluation</p> <p>Confident public speaker with experience of delivering presentations and workshops to a wide range of audiences – including adults and young people</p> <p>Evidence of working in an outreach or widening participation environment or other educational settings such as primary or secondary schools</p> <p>A proven track record of meeting ambitious targets</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Excellent communication skills and the ability to engage with a wide variety of audiences, through presentations, workshops, reports and publications</p> <p>An ability to build meaningful, long lasting relationships with stakeholders at all levels</p> <p>An ability to work interactively and responsibly with young people in a classroom environment</p> <p>Able to work flexibly - delivering results when working as part of a team or independently with minimal direction</p>	Application form and interview

	Essential	Method of assessment
	<p>An enthusiastic approach to your work - willing to trial new ideas and take on new initiatives</p> <p>An ability to problem solve and remain solutions focused when faced with issues and challenges</p> <p>Excellent administrative, organisation and time management skills - ability to prioritise workload</p> <p>Ability to interpret and present data in a wide range of formats High level of IT proficiency, particularly with Microsoft Office</p> <p>The post holder will be required to undergo an enhanced DBS check prior to starting the role</p>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	Other relevant qualifications, i.e. teaching, project management.	Application form
<b>Experience</b>	<p>Knowledge of issues facing the UK higher education sector.</p> <p>Some supervisory experience and experience of delegating tasks to others.</p>	Application form and interview
<b>Aptitude and skills</b>	Possession of full UK driving licence and willingness to travel for the University around the UK.	Interview and presentation



# How to apply

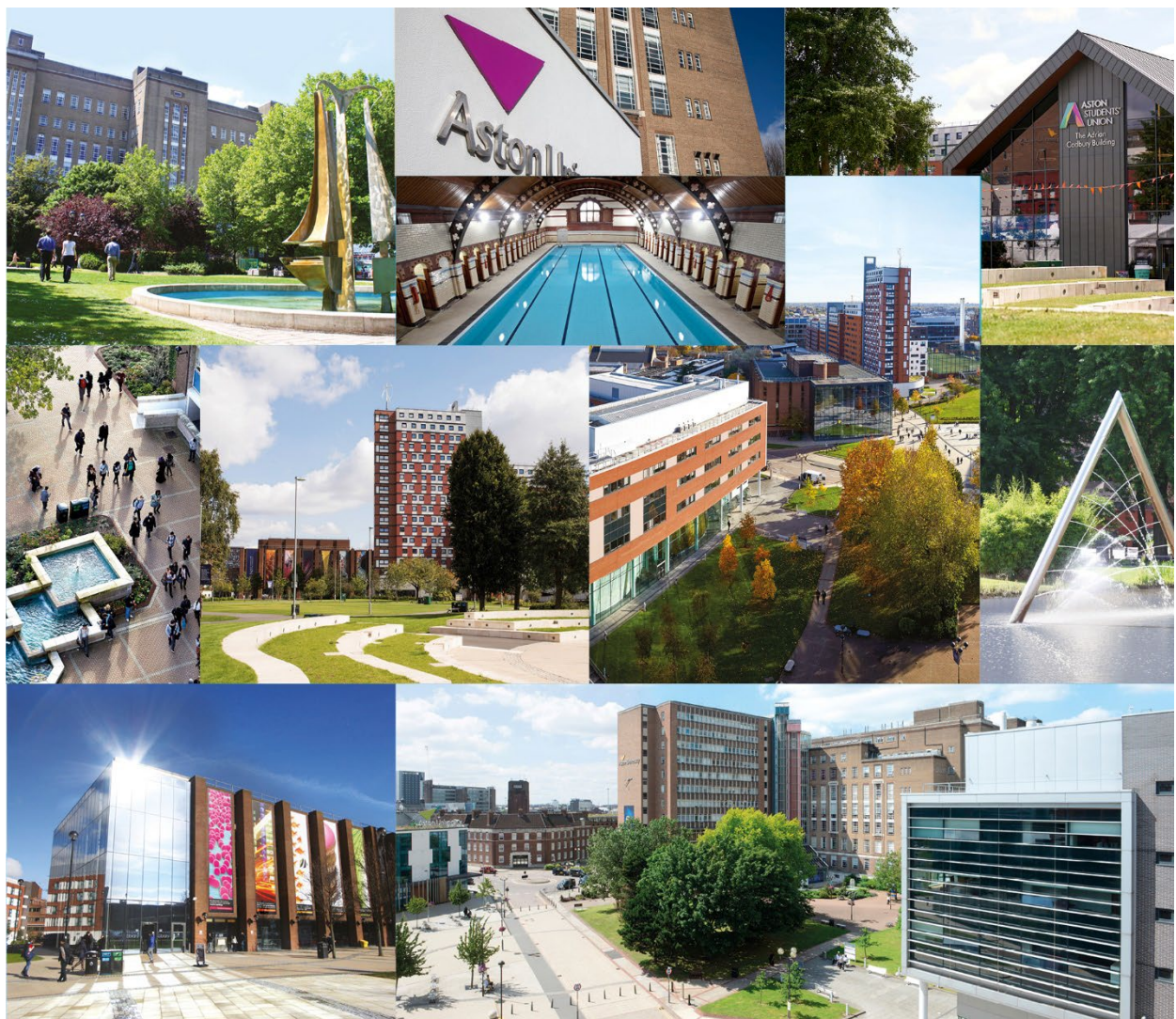
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 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](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Tom Gregory

Job Title: Outreach Manager

Email: [t.gregory1@aston.ac.uk](mailto:t.gregory1@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto: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, including meeting the English Language 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>

**Aston University**

**Birmingham**

**B4 7ET, UK.**

**+44 (0)121 204 3000**

**aston.ac.uk**



**Where change  
gets real.**