



IMPACT

Pathways Assistant

Reference: 0794-23

Grade: 6

Salary: £25,742 to £27,979 per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

Aston University is seeking to appoint an enthusiastic and ambitious Pathways Assistant. This role will be based within the Student Recruitment and Outreach team and will be responsible for supporting the delivery of the University's Pathway programmes.

The successful applicant will also contribute to the development and delivery of a number of outreach initiatives as outlined in our Access and Participation Plan (APP), aimed at helping underrepresented groups access and succeed in Higher Education. These initiatives include in-school talks to students and parents, mentoring programmes, summer schools, campus visits and sustained programmes. You will also support the department's recruitment targets by delivering taster sessions and attending Open Days, UCAS fairs and HE fairs.

In order to succeed in this broad and varied role, the successful applicant must be a confident and engaging public speaker with excellent interpersonal skills. They must also have strong organisational skills with the ability to effectively prioritise their own workload to meet multiple deadlines and balance a busy working schedule. The successful post holder will report to the Outreach Manager, whom they will support and deputise when required, as well as being a proactive member of the wider Student Recruitment and Outreach team. The role will involve extensive UK travel and therefore a driving licence is required. Occasional evening and weekend work is also a requirement of the role.

Main duties and responsibilities

- ▶ Work with the Student Recruitment and Outreach Officer to create, implement and deliver an innovative Pathway offering for students, both on and off campus, to support attainment raising and aspirations to go to higher education.
- ▶ Ensure robust data collection and evaluation analysis for all events to monitor the impact and effectiveness of our outreach offering.
- ▶ Work with the Student Recruitment and Outreach Officer to recruit target numbers of schools to participate in Pathway programmes and monitor the engagement and satisfaction with the schemes.
- ▶ Support the Student Recruitment and Outreach Officer with the planning and organisation of summer schools. Duties may include but will not be limited to monitoring student bookings, supporting with the recruitment and training of ambassadors, regularly communicating with participants, their parents/carers, and teachers.
- ▶ Working with the Outreach team, organise and deliver a successful mentoring programme. This will include but will not be limited to, matching mentors to streams and organising launch sessions, recruiting and training mentors, tracking, monitoring and reporting on ongoing mentor activity.
- ▶ Build and maintain professional working relationships with key stakeholder groups, including charity partners, teachers, school learners and third sector organisations, to ensure consistently high levels of engagement with our programmes.
- ▶ Planning and delivering high quality Recruitment and Outreach events and activities both in schools and on the University Campus, both independently and in collaboration with Aston colleagues.

- ▶ 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.

Please note on occasions other duties may be undertaken as part of this role and in line with the grade.

A satisfactory DBS check is required for this position.

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	Undergraduate degree or equivalent qualification.	Application form
Experience	<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 a student recruitment, 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
Aptitude and skills	<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 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.</p> <p>A high level of IT proficiency, particularly with Microsoft Office.</p>	
Other	<p>Possession of Full UK driving license and willingness to travel to schools and colleges for the University around the UK.</p> <p>The post holder will be required to undergo an enhanced DBS check prior to starting the role.</p>	

	Desirable	Method of assessment
Education and qualifications	Other relevant qualifications, i.e., teaching, project management.	Application form
Experience	Knowledge of issues facing the UK higher education sector.	Application form and interview

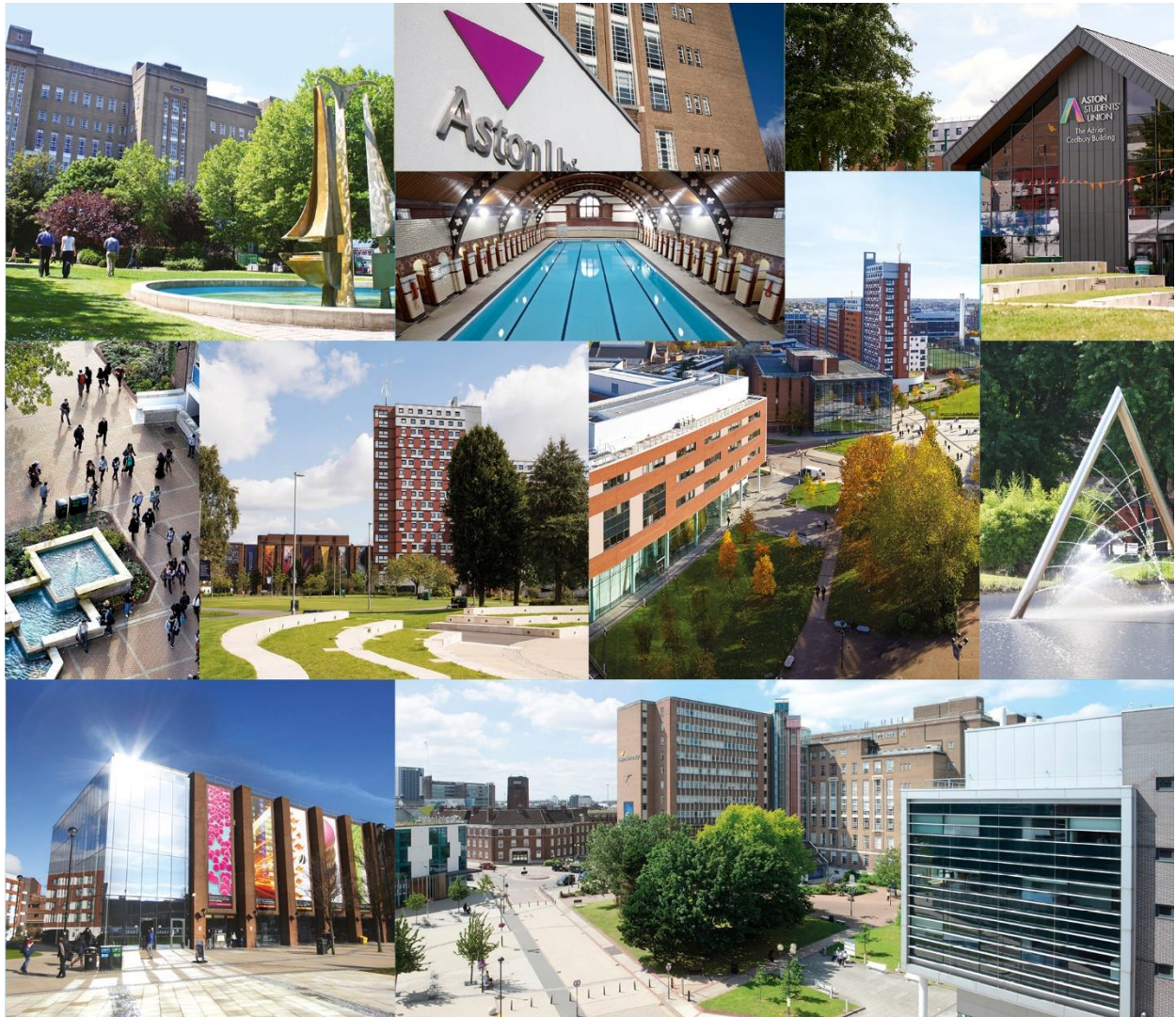
How to apply

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

Applications should be submitted by 23:59 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 recruitment@aston.ac.uk



Contact information

Enquiries about the vacancy:

Name: Sarah Fullwood
Job Title: Outreach Manager
Email: s.fullwood@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk

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 are applying for is listed as an exception under the act.

Eligibility to work in the UK:

Non-British/Irish citizens moving to the UK to work will need to apply for a visa in advance. You can find more information about visas for work on the gov.uk website [here](#). Before applying for this role, 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.

The most common types of visa to work in the UK 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

You can find information about the Global Talent Visa on the gov.uk website [here](#), and on the Royal Society website [here](#).

You can also find further information about work visa options on our website [here](#).

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>

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gets real.**