

Access and Participation Lead

Department:	Student Success
Grade/ Salary:	Grade 6 (£39,297 - £44,753)
Contract Type:	Permanent
Hours:	35 per week (Full Time)
Location:	New Cross, London

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for disabled applicants. Please contact hr-recruitment@gold.ac.uk to make your request.



Student Success

The Student Success team is at the beating heart of our strategy to ensure every single Goldsmiths student achieves their very best, working with colleagues and students across the entire student lifecycle to widen access, increase participation and engagement and improve outcomes. The team also works in partnership with the Students' Union (SU) to centre and amplify the student voice.

Student and Academic Services

The Student Success team sits within the Student and Academic Services Directorate. In addition to this team, the Directorate is made up of the following teams and services:

- Academic Registry, incorporating the Academic Programme Administration team, the Registry Operations and Systems team and the Student Information and Enquiries team
- The Careers Service
- Student Support Services, incorporating the Wellbeing, Counselling, Disability, Accommodation and Advice teams and the Multi-faith Chaplaincy
- The Immigration Advisory Service
- Admissions

All parts of the Directorate work together to deliver outstanding student outcomes and an excellent student experience.

Job description

Reporting to: Access and Participation Manager

Summary:

The Access and Participation Lead is responsible for delivering a range of projects and activities which will support prospective and current students from underrepresented groups to access and succeed in higher education. The role holder will independently design, project manage, deliver and evaluate programmes which directly contribute to achieving the objectives of the University's [access and participation plan](#).

The access and participation team within Student Success consists of an Access and Participation Manager (Grade 7), two Access and Participation Leads (Grade 6) and an Access and Participation Officer (Grade 4). The role holder will have some responsibility for directing the work of the Access and Participation Officer and supervising a cohort of Student Ambassadors in the delivery of the team's objectives.

Main duties:

- Design, project manage, deliver and evaluate a wide portfolio of access and participation interventions, including mentoring and tutoring programmes, visits to and from schools and colleges, work with partner organisations and charities, and community and social events
- Work with local schools, colleges and partners to ensure that people living in Lewisham receive tailored opportunities to explore their future options and progress into higher education, should they wish to do so
- Collaborate with current students from underrepresented groups in the design and delivery of events and activities, ensuring that the student voice is at the heart of the team's access and participation work
- Collaborate with academic schools and other professional services teams at Goldsmiths to deliver high quality events, activities and projects to improve the outcomes of prospective and current students from underrepresented groups
- Gather and use qualitative and quantitative data to understand and report the impact of activities and deliver continuous improvement in practice across the period of the access and participation plan
- Identify gaps in Goldsmiths' provision to prospective and current students from underrepresented groups and design and deliver new interventions to address these gaps
- Develop a strong and detailed understanding of differential student experiences across the University's student body and provide advice and guidance to managers and leaders on how to improve the student experience for these groups
- Plan and manage defined project budgets, ensuring that any spend demonstrates value for money and that projects remain on budget
- You will be required to undertake any other duties as may reasonably be required.

- To ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form

C = Certificate

I = Interview

R = Reference

T = Test

P = Presentation

	Category
Essential Criteria 1 - Qualifications	
A-levels or equivalent	A, C
Essential Criteria 2 - Experience	
Experience of working within education, preferably in widening access/participation or student inclusion	A, I
Experience of designing and delivering events and sustained programmes of engagement with students in secondary, further or higher education	A, I
Experience of working collaboratively with internal and external stakeholders	A, I
Desirable Criteria 2 - Experience	
Experience of supervising others	A, I
Experience of working with students from underrepresented backgrounds, including students from lower socioeconomic	A, I

backgrounds, Global Ethnic Majority Students, Mature students, Disabled students and Care-Experienced and Estranged students	
Experience of evaluating the success of student-focused initiatives	A, I
Essential Criteria 3 – Knowledge	
Understanding of the risks to equality of opportunity facing students from underrepresented backgrounds across the student lifecycle	A, I, P
Understanding of the principles of access and participation evaluation	A, I
Desirable Criteria 3 – Knowledge	
Understanding of the regulatory environment and Office for Students requirements for universities in relation to access and participation	A, I, P
Essential Criteria 4 – Skills	
Strong written and verbal communication skills, with the ability to communicate clearly with varied audiences including young people, current students, teachers, academics and operational staff	A, I
Ability to manage stakeholders to deliver successful events and activities	A, I
Excellent organisational and event management skills	A, I
Ability and willingness to develop expertise in access and participation evaluation techniques and approaches	I
Confident and engaging public speaker	I
Strong IT skills, including Microsoft Teams, Zoom, Outlook, Word, PowerPoint and Excel	A, I, P
Attention to detail	A
Desirable Criteria 4 – Skills	
Understanding of evaluation techniques and theories of change and confidence manipulating quantitative and qualitative data	A, I
Additional Criteria	
Interest in supporting students to succeed	A, I
A practical, proactive and flexible approach to work	I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on or before the first day of appointment.

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- 3 days of volunteering leave per annum, plus parental and study leave allowance.
- Maternity, paternity, shared parental leave and adoption leave and pay
- Membership of USS or LPFA pension scheme, dependent upon grade
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)
- Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.