Widening Participation Manager

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>8455</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Student Recruitment</td>
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<tr>
<td>Grade/ Salary:</td>
<td>Grade 7, £38,142 - £42,540</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Fixed-term until 1st February 2020</td>
</tr>
<tr>
<td>Hours:</td>
<td>35 per week (Full time)</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Closing date for applications: **Friday 2nd November**

Interviews: **Monday 12th November**

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.
The Directorate

Student Experience Directorate (SED) was formed to bring together the pivotal professional service departments that underpin the student journey, to contribute to the success of our academic departments, and to directly support the four pillars of the Strategic Plan.
To ensure that all students thrive at Goldsmiths, engaging with the general life of the university is as important as, and can enhance, their academic endeavour. SED services give students an exemplary application and admissions experience, a warm welcome and comprehensive induction, the opportunity to complement their academic learning with critical support and advice, co-curricular learning and development opportunities, and to stay engaged with us as friends and Alumni after they graduate.
SED works alongside, and in support of, the university academic departments and all other professional services, to make sure every student gets the support, information and advice they need to fully engage with the University, the wider community and their peers.

UK/EU Recruitment & Widening Participation team

The UK/EU Recruitment & Widening Participation team is committed to providing advice and guidance to prospective students, their parents, supporters, schools and colleges. Through the activities, events and projects they develop and deliver, they strive to encourage students to apply to Goldsmiths, regardless of their background.

The team sits within the wider Student Recruitment Department, which encompasses Student Marketing, Admissions, International Recruitment & Mobility, Enquiries and the English Language Centre.

gold.ac.uk/schools-and-colleges
Job Description

Reporting to: Head of UK/EU Recruitment & Widening Participation
Reports: Widening Participation Officer (x2), Widening Participation Coordinator (Pre 16), Student Ambassador Coordinator, NCOP Projects Officer

Summary

In collaboration with the Head of UK/EU Recruitment & Widening Participation, the Widening Participation Manager is responsible for the development, delivery and review of the Goldsmiths Widening Participation strategy and for the management of all pre-entry Widening Participation resources including staffing and budgets.

The post holder will manage the team in order to deliver new and continuing projects, events and initiatives in order to achieve Goldsmiths’ strategic objectives, and national widening participation priorities.

The post holder will also play a key role in the development, delivery and impact assessment of the Goldsmiths Access and Participation Plan.

Main duties:

- Manage the activities of the Widening Participation team, including the line management of staff and effective management of resources
- Develop and coordinate the delivery of widening participation activities detailed within Goldsmiths’ Access & Participation Plan
- Provide significant input into the planning and writing of the Access & Participation Plan
- Identify opportunities for, and lead on the development of, new projects and activities
- Collaborate with the Head of Department to develop and deliver the Widening Participation Strategy and associated operational plans
- Develop and manage the team’s engagement with a network of schools and colleges, ensuring deep links are forged with target schools and that a mutually beneficial programme of interactions is in place
- Support the work of academic departments in developing their approach to recruiting students from under-represented backgrounds
• Ensure effective processes are in place to ensure all activity is evaluated and that all relevant statistics are collated, monitored and reported on. Ensure a ‘joined up’ approach to widening participation initiatives operated by other Goldsmiths departments and use data to identify opportunities and measure impact.

• Manage Goldsmiths membership of, and represent Goldsmiths at, appropriate special interest groups including attending Board and Steering Group meetings for Linking London and Aimhigher London South.

• Manage an externally funded member of the team to deliver the aims and objectives of the NCOP (National Collaborative Outreach Programme).

• Develop and manage partnerships with external organisations to support the agenda of the Widening Participation team.

• You will be required to undertake any other duties as may reasonably be required.

• 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

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<thead>
<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
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<tbody>
<tr>
<td>A bachelors degree or equivalent</td>
<td>A, I, C</td>
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<tr>
<th>Essential Criteria 2 - Experience</th>
<th>Category</th>
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<tr>
<td>Experience of working with students who are underrepresented in higher education, such as first in family, disabled, BAME and mature students, forced migrants, young carers and students who have been or are currently in local authority care</td>
<td>A, I, P</td>
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<tr>
<td>Experience of leading a coordinated programme of widening participation activities.</td>
<td>A, I</td>
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<td>Experience of supporting academic departments with the development of widening participation activities</td>
<td>A, I</td>
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<td>Line management of one or more staff members, or other experience of directing or supervising the work of others</td>
<td>A, I</td>
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<th>Desirable Criteria 1 - Experience</th>
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<tr>
<td>Experience of working in an educational establishment outside of higher education</td>
<td>A, I</td>
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<th>Essential Criteria 3 – Knowledge</th>
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<td>Understanding of higher education issues, particularly those affecting students least likely to progress to higher education</td>
<td>A, I, P</td>
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Understanding of the function and importance of Access Agreements | A, I
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Desirable Criteria 2 - Knowledge

Understanding of issues affecting other education sectors i.e. FE Colleges, Secondary and Primary Schools | A, I
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Essential Criteria 4 - Skills

A proven ability to deal with a varied and complex workload, including the ability to organise your own workload, prioritising a variety of tasks while working under pressure and to strict deadlines. You will have the ability to work independently and as a committed team member, working on own initiative | A, I

Excellent interpersonal skills in order to engage and gain the respect of colleagues, at all levels | A, I

An excellent communicator, including written skills, confident public speaking and presentation skills. You will be outgoing and experienced in engaging with a variety of audiences, of clearly setting and managing expectations and be able to handle sensitive information in a diplomatic manner | A, I

Ability to generate and analyse statistical information and reports | A, I

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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 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 a comprehensive and innovative staff development programme.

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
- Membership of USS or LPFA pension scheme
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision

6 Goldsmiths, University of London, New Cross, London, SE14 6NW
• Free eye tests
• Wellbeing initiatives including the Chaplaincy and Staff Choir
• On-site dining facilities and gym
• Access to University of London facilities such as Senate House Library

Further information

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

For more information about the role, please contact James Ringer, tel 020 7896 2747, e-mail j.ringer@gold.ac.uk.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

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