



JOB DESCRIPTION

Job Title:	Widening Access Officer
Department / Unit:	Marketing and Communications
Grade:	RHUL 6
Accountable to:	Widening Access Manager
Purpose of the Post	
<p>The student recruitment section of the Directorate of Marketing and Communications combines the areas of UK, international student recruitment and widening participation. The post of Widening Participation Officer is located in the UK Widening Participation team, however works across the wider Directorate on student recruitment activities.</p> <p>The Widening Access Officer will be responsible for the project management and delivery of effective recruitment and outreach activity specifically targeted at increasing quality applications to Royal Holloway University of London from those in under-represented groups, with a focus on students living in postcodes areas less likely to progress to university. The post holder will develop a wide range of outreach and access initiatives through negotiating and undertaking a range of attainment and aspiration-raising activities for school and college students from Year 7 – Year 13.</p> <p>You will develop relationships internally with academic staff in the departments, as well as externally with school and college contacts, third sector organisations and local industrial contacts to negotiate, plan, develop and deliver activities such as; whole school support, sustained and residential programmes including curriculum enrichment and skills development activities, information talks and workshops including HE fairs.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. Work with the Widening Access Manager to develop an annual operational plan of activities to ensure that the commitments made in the Access and Participation Plan and College's strategic objectives are met. 2. Create, develop and present a programme of imaginative, relevant and targeted activities and events designed to raise awareness of higher education for those students who are under-represented in HE. 3. Attend HE fairs, deliver talks in schools and colleges as well as UCAS fairs to provide accurate information on access routes to HE. 4. Oversee the rollout and delivery of RH Excel, Royal Holloway's long term outreach scheme. 5. Keep actively informed of trends and developments in secondary and vocational education in the UK and providing suggestions as to what activities and resources Royal Holloway could offer in response to these. 	

6. Contribute to the development of the schools and colleges web pages and social media channels through the development of engaging and relevant copy and online resources for teachers and advisers.
7. Manage and develop a network of key contacts in designated target schools and other educational organisations in support of Royal Holloway's widening participation activities.
8. Review the effectiveness of individual activities on an on-going basis in line with set evaluation processes and criteria, and reporting these as part of the annual review and monitoring process.
9. Give input to the development of processes and systems used by the schools and colleges liaison team including suggesting improvements to existing systems and forms.
10. Liaison with other College departments and functions with regard to WP activities to ensure that all relevant personnel remain informed and aware of events and activities.
11. Adhere to the College values and stay informed of the College strategy and other news that may affect the higher education sector.
12. Assisting with the running of on-campus events including Open Days, Applicant Visit Days and high profile inward visits, as required.
13. Reviewing the effectiveness of individual activities on an on-going basis in line with set evaluation processes and criteria, and reporting these as part of the annual review and monitoring process.
14. Project manage, organise and deliver residentials/summer University as required. Any other duties as required by the Widening Access Manager and Head of UK Student Recruitment (Education) that are commensurate with the grade.

Other Duties

On occasion the role requires the need to work unsocial hours during the evening and weekends, as such it is important that the post holder has a valid driving licence and access to their own vehicle.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

The successful applicant will be required to pass a Disclosure and Barring Service check.