



## JOB DESCRIPTION

<b>Job Title:</b>	Widening Access Officer
<b>Department / Unit:</b>	Marketing and Communications
<b>Job type</b>	Full Time, Permanent
<b>Grade:</b>	6
<b>Accountable to:</b>	Widening Access Manager
<b>Accountable for:</b>	
<b>Purpose of the Post</b>	
<p>The student recruitment section of the Directorate of Marketing and Communications combines the areas of UK, international student recruitment and widening access. The post of Widening Access Officer is located in the Widening Access team, the role also 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 outreach and recruitment 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 areas less likely to progress to university.</p> <p>The post holder will develop a wide range of outreach and access initiatives through negotiating and undertaking a series of subject exploration and aspiration-raising activities for school and college students in Year 7 – Year 13. The post holder will also lead on larger scale initiatives for example our long term outreach programme, spring/summer residentials or local community projects.</p> <p>You will develop relationships internally with academic staff in their departments, as well as externally with school and college contacts, third sector organisations and local industrial contacts to negotiate, plan, develop and deliver activities.</p>	
<b>Key Tasks</b>	
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	

3. Deliver activities on campus, in school/college and online to provide accurate information about HE, inspire, raise attainment and offer unique opportunities to visit and work with the university
4. Oversee the rollout and delivery of Royal Holloway's long term outreach programme for students in Year 10 – 13.
5. Project manage, organise and deliver Spring & Summer University residentials as required (overnight stays on campus may be necessary)
6. When required attend HE fairs, deliver talks in schools and colleges as well as UCAS fairs to provide accurate information on access routes to HE.
7. 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.
8. Contribute to the development of the schools and colleges web pages and social media channels through the development of engaging and relevant posts and online resources for teachers and advisers.
9. 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.
10. 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.
11. Give input to the development of processes and systems used by the Widening Access team including suggesting improvements to existing systems and forms.
12. Liaison with other College departments and functions with regard to WA activities to ensure that all relevant personnel remain informed and aware of events and activities.
13. Adhere to the College values and stay informed of the College strategy and other news that may affect the higher education sector.
14. Assisting with the running of on-campus recruitment events including Open Days, Applicant Visit Days and high profile visits, as required.
15. 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 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. This may include regular hours based in a local school/college.

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