



JOB DESCRIPTION

Job Title:	Widening Access Manager
Department / Unit:	Student Journey Division Directorate of Student Success
Job type:	Full time, Permanent - Professional Services
Grade:	RHUL 8
Accountable to:	Head of Access and Success
Accountable for:	Widening Access team
Purpose of the Post	
<p>The Directorate of Student Success draws together a broad range of areas which are core to the overall student journey, including:</p> <ul style="list-style-type: none"> • Access and success • Academic quality and policy • Careers and employability <p>Reporting to the Head of Access and Success, the role holder will support the operational delivery of the Royal Holloway Access and Participation Plan (APP) and related activity, linked to the Education and Student Experience Strategic Action Plan and the overall RH2030s strategy.</p> <p>The role holder will lead the management and delivery of Royal Holloway's widening access commitments as outlined in the APP, focused on leading the Widening Access team to deliver high impact outreach and widening participation activity including long-term outreach programmes; residential courses; attainment raising, and other interventions.</p>	
Key Tasks	
<p>1. Strategy</p> <ul style="list-style-type: none"> • To work closely with the Head of Access & Success to lead development and delivery of the Royal Holloway widening access programme, aligned with the APP. • Work with the Head of Access & Success to lead on the identification criteria for targeting schools/colleges for intensive outreach activity, in relation to APP requirements. • To lead ongoing development of a network across all academic schools, leading the communication, sharing of best practice and consultation on all matters and activity relating to widening access and student transition into HE. • Lead and manage the creation, development and supervision of 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. 	

- Develop knowledge of changes in the widening participation agenda, including government policies setting, 3rd sector organisations and external partnerships, to help inform the university educational strategy.

2. Management – people and resources

- As identified by the Head of Access & Success, to lead, line manage and align the activities of the Widening Access team.
- Demonstrate leadership behaviours at the appropriate level in line with Royal Holloway policies and procedures.
- Line manage members of the team, including providing appropriate leadership, supervision, motivation, workload management, support and identifying staff development and training needs.
- Lead the team in setting service standards in their areas, monitoring performance against these standards, and identifying improvement and enhancement opportunities.
- Lead the team to manage the widening access diary of activities and all operational functions, giving day to day direction and guidance where necessary.
- Liaise with internal and external stakeholders in relation to widening access activities to ensure cohesive and aligned widening access events and activities.
- Participate in university and external meetings and/or project boards to ensure external and internal initiatives are successfully implemented and delivered.

3. Operational delivery

- Lead on planning, promoting, and delivering a package of activities and events designed to raise the profile and awareness of opportunities to study at Royal Holloway and in Higher Education, leading the Widening Access team in devising tailored activities and proactively targeting relevant institutions, prospective students and stakeholders.
- Develop and manage annual timelines for the promotion of Royal Holloway's widening access offering to schools and colleges across a range of communication channels, including stakeholder engagement plans outlining activities, communications and online resources for teachers, advisers and parents; and engagement plans to increase applications and offer acceptance for underrepresented groups in the UK to Royal Holloway.
- Work with the Head of Access and Success on developing and maintaining robust evaluation models for the programme of activities undertaken by the Widening Access team, ensuring consistent use of systems to record, report and evaluate activities
- Lead the team in the delivery of on and off campus recruitment events including Open Days, Applicant Visit Days, UCAS exhibitions and Higher Education fairs.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as required by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

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

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Colleagues from Professional Services
- Academic colleagues
- Students Union
- External networks and contacts