



Job Description

Job Title:	Widening Access Officer
Directorate:	Student Success
Job type:	Professional Services
Grade:	6
Accountable to:	Deputy Widening Access Manager
Accountable for:	N/A
Purpose of the Post	
Applications are invited for the post of Widening Access Officer in the Access and Success team within the Directorate of Student Success. The Widening Access Officer will be part of the established and successful Widening Access team. The Widening Access Officer will be responsible for the project management and delivery of effective targeted outreach on a suite of widening access commitments which form part of Royal Holloway's Access and Participation Plan (APP) and related activity. Activity will include raising pre-16 attainment for those from underrepresented groups, with a focus on students living in areas less likely to progress to university. The post holder will lead on initiatives such as our English and Maths Attainment Raising Programme and on campus residentials, alongside delivering information, advice and guidance sessions to targeted schools and colleges. The Widening Access Officer will develop relationships internally with academic staff in their faculties, as well as externally with school and college contacts and third sector organisations, to plan, develop and deliver activities related to Widening Access and student transition into university study.	
Key Tasks	
Support the University in meeting the targets and goals set out in our Access and Participation Plan. The core responsibilities will include: 1. 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 Higher Education (HE). 2. Deliver activities on campus, in schools/colleges and online. These should provide accurate information about HE, inspire, raise attainment and offer unique opportunities to visit and work with the University. 3. Project manage, organise and deliver Spring & Summer University residentials as required (overnight stays on campus will be necessary). 4. When required attend HE fairs and deliver talks in schools and colleges as well as UCAS fairs to provide accurate information on access routes to HE.	

5. Keep actively informed of trends and developments in secondary and vocational education in the UK and provide suggestions as to what activities and resources Royal Holloway could offer in response to these.
6. Manage and maintain a network of key contacts in designated target schools and other educational organisations in support of the Widening Access Team's work.
7. 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 regular review and monitoring processes.
8. Adhere to the University's values and stay informed of the University's strategy and other news that may affect the higher education sector.
9. Assisting with the running of on-campus events including Open Days, Applicant Visit Days, graduation and other events, as required.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated 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.

On occasion the role requires the need to work unsocial hours during the evening and weekends and frequent travel to schools and colleges, as such the post holder should have a valid driving licence and access to their own vehicle.

The successful applicant will be required to pass an Enhanced Disclosure and Barring Service check and safeguarding training.

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Person Specification

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Directorate: **Student Success**

Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to degree level or equivalent.	X	
Knowledge of UK higher education sector, including widening access, student recruitment and transition into higher education.	X	
Understanding of the educational and social barriers faced by students from underrepresented backgrounds and the role of outreach in addressing these.	X	
Knowledge of undergraduate admissions procedures and practices.		X
Knowledge of safeguarding and best practice when working with young people.		X
Skills and Abilities		
Excellent communication skills, with the ability to engage and influence a range of audiences.	X	
Strong IT and digital skills, including the ability to use technology to support activity delivery and administration.	X	
Proven organisational and project management skills.	X	
Ability to work independently and collaboratively, managing competing priorities and deadlines.	X	
Ability to develop and maintain effective working relationships and represent the University professionally with internal and external stakeholders.	X	
Creative approach to designing engaging activities, learning experiences and resources.	X	
Experience		
Experience of planning and delivering interventions to improve access to Higher Education and /or outreach activities.	X	
Experience of managing and successfully delivering projects and events.	X	
Experience of basic data analysis and evaluating activities.	X	
Experience of working effectively with a range of stakeholders, including young people, schools, colleges or community partners.	X	
Other Requirements		
Committed to continuous professional development.	X	
Ability to work occasional weekends, late evenings and overnights.	X	

Willingness to travel regularly to events and other external activities across London and the South East.	X	
Valid driving licence and access to own vehicle	X	