

Application Pack

AccessHE NCOP Officer

About London Higher

London Higher is an ‘umbrella’ body representing over 40 publicly funded universities and higher education institutions in London, as well as several universities with centres in London and a small number of private providers.

The organisation currently has four core divisions, each with its own stream of research and advocacy activities, along with several discrete projects. Our outputs are diverse and include research reports, promotional material, meetings and workshops, parliamentary lobbying, media management and receptions. We also run a wide range of advisory groups and networks.

London Higher works closely with partner organisations including the Greater London Authority (GLA), London First, the business sector and higher education bodies.

For more information, visit <http://www.londonhigher.ac.uk>

About AccessHE

A key division of London Higher, AccessHE is the largest regional network in England of higher education institutions (HEIs), schools, colleges and local authorities working across London on widening access into and through higher education (HE). We are about helping learners get in and get on.

A key, government-funded project AccessHE is involved in is the [National Collaborative Outreach Programme](#) (NCOP). Working collaboratively with other London-based networks, HEIs, schools, colleges and local authorities, the London NCOP is seeking to increase the number of young people from underrepresented groups who go into HE.

More information on AccessHE can be found here: www.accesshe.ac.uk.

Equal Opportunities Policy Statement

London Higher is committed to promoting equality of opportunity for all employees and applicants. It is London Higher’s policy that employment and progression within it will be determined solely by personal merit, the application criteria which are related to the effective performance of the job and the needs of the business. No applicant or employee will be treated less favourably than any other on the grounds of gender, marital status, race, colour, membership or non-membership of trade unions, disability, spent convictions or age.

In addition as certain groups are currently under-represented in our workforce, and as part of our approach towards encouraging diversity in our organisation, applications from BME or disabled candidates would be very welcome.

London Higher aims to ensure that there is no unfair discrimination in the way we recruit. To help us monitor our recruitment process we need to gather information about the age, disability, gender and ethnic origin of our applicants. However participation in ethnic and disability monitoring is not compulsory and will have no bearing on the consideration of your application. Please be assured that this information is acknowledged to be potentially sensitive and is regarded as personal and confidential. If you do not wish to participate in monitoring, please choose the *Prefer Not to Say option*.

How to Apply

Please ensure you follow the guidance below when completing and submitting your application:

- Complete the London Higher application form in full;
- In the statement section, **you should address each point on the job specification, providing information, examples and evidence** to illustrate how you meet the criteria for the post;
- Completed application forms and equal opportunity forms should be submitted to: Jobs@londonhigher.ac.uk by **5pm on Friday 7th June 2019**. **We will not be able to consider any applications received after this deadline;**
- Please note completion of the equal opportunities form is not compulsory;
- If you have any questions about the post or wish to discuss the role informally please contact Naz Khan, AccessHE NCOP Manager (naz.khan@londonhigher.ac.uk) or Dr Richard Boffey, Deputy Head of AccessHE (richard.boffey@londonhigher.ac.uk).

Shortlisting will take place the week commencing 10th June 2019 and successful short-listed candidates will be notified by Tuesday 11th June 2019 if they have been selected for interview. **Interviews are scheduled to be held on Wednesday 19th June.** Regrettably we will be unable to offer alternative dates if you are unable to attend on this date due to the work commitments of the interviewing panel.

If you do not hear from us within **one** week of the closing date, we regret that on this occasion your application has not been successful.

Shortlisted candidates will be required to provide evidence of their right to work in the UK. This should be in the form of either:

- A British passport or a passport or nationality identity card from an EEA country or Switzerland, or
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK or that they can stay in the UK and are allowed to undertake the type of work that they are being offered, or
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment.

In addition please note the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check. London Higher will pay for the cost of this check.

Working at London Higher

Salary

The role will be remunerated between £25,000 - £29,000 p.a. (including London Weighting Allowance).

Contract

Fixed term contract until July 2020, with the possibility of extension until July 2021.

Probation

The appointment will be subject to a probationary period of three months.

Hours of Work

The post-holder will be expected to work 35 hours per week, excluding lunch breaks, Monday to Friday inclusive. London Higher encourages flexible working and the days in which the hours are worked are negotiable.

Annual Leave

The postholder will be expected to take the majority of their annual leave out of school term time.

Annual leave is 25 working days for full-time staff members. London Higher also closes for a period at Christmas and Easter, at which times staff benefit from a total of five 'privilege days' in addition to statutory Bank Holidays. The leave year runs from 1 February to 31 January.

Pension

You will be given the option to join Universities Superannuation Scheme (www.uss.co.uk) if you have a contract of employment for more than 3 months. If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out.

Season Ticket Loan

London Higher operates an interest-free loan scheme to enable staff to purchase annual season tickets. The cost is deducted from salary in twelve equal monthly instalments.

Our other benefits include:

- A flexible and homeworking policy
- A childcare voucher scheme
- Free eye tests
- A central London location
- A training and development budget for each division
- A friendly and informal atmosphere