

Job Description and Person Specification

Job title:	AccessHE NCOP Officer		
As at:	May 2019	Period:	Fixed term until July 2020, with the possibility of extension until July 2021
Division:	AccessHE	Established Post No.:	LH 044

JOB SUMMARY

A key division of London Higher, **AccessHE** is London's foremost widening access and social mobility organisation helping underrepresented groups to enter and succeed in higher education (HE). We mobilise and bring together higher education institutions (HEIs), schools, colleges and local authorities across London to support this aim.

A key, government-funded project AccessHE is involved in is the National Collaborative Outreach Programme (NCOP), which delivers targeted higher education outreach to young people from underrepresented groups through regional partnerships of HEIs, schools and other partners. We are one of the network partners in the London NCOP.

AccessHE wishes to appoint a highly-organised and motivated full-time AccessHE NCOP Officer to provide operational support for the delivery of the London NCOP initiative. The postholder will report to the AccessHE NCOP Manager, work closely with the NCOP Schools Officer, and form a key part of the AccessHE project team.

The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check and London Higher will pay for the cost of this check. **The postholder will be expected to take the majority of their annual leave out of school term time.**

JOB CONTENT	Percentage breakdown of time spent on each duty or on a related group of duties	%
1.	Provide operational support for the delivery of London NCOP in schools in Barking and Dagenham and Havering. Work within a framework led by the AccessHE NCOP Manager and alongside the NCOP Schools Officer to ensure the smooth running of the AccessHE strand of the London NCOP. The post holder will be a central point of contact for schools, HEIs and other key stakeholders – scheduling, coordinating and monitoring the operational delivery of London NCOP events and activities (e.g. workshops and campus visits). This may require occasional visits to the schools.	50
2.	Maintain administrative databases and associated information Work with the NCOP Schools Officer to collate, monitor and update information on the delivery of the project including participation, engagement and financial data.	30
3	Liaise with the other partners of the London NCOP consortium Develop and maintain professional working relationships with the other partners of the London NCOP consortium – Aimhigher London and Linking London – and undertake any cross-consortium tasks as appropriate including attending and servicing meetings.	5

4.	Reporting on and communicating progress of the London NCOP Support the production / delivery of written and verbal reports on progress of the AccessHE strand of the London NCOP, as directed by the AccessHE NCOP Manager or Deputy Head of AccessHE, for internal and external use. Write material for communication channels (e.g. AccessHE Connect and website) to help raise the external profile of the London NCOP.	5
5.	Contribute actively to the development of AccessHE and London Higher Working with London Higher colleagues to support AccessHE / London Higher activities. This will include external communications e.g. website, social media and other forms of electronic communication.	5
6.	Other duties consistent with both the grade and scope of the post. Occasional work outside normal office hours may be required.	5
7.	<i>In all the above, the person appointed will be expected to work closely with related divisions of London Higher and to attend internal meetings, training and consultation sessions as required.</i>	

JOB REQUIREMENTS / PERSON SPECIFICATION	(E) – Essential; (D) – Desirable
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PREVIOUS EXPERIENCE
<ul style="list-style-type: none"> • A minimum of one year’s experience working in a professional environment providing administrative project support assistance or similar. (E) • Experience of developing and co-ordinating events. (E) • Experience of working with stakeholders across secondary and tertiary education. (D) • Experience of working in an access to higher education / outreach context. (D)

TECHNICAL KNOWLEDGE AND SKILLS
<ul style="list-style-type: none"> • Excellent all-round IT skills: word-processing (Word), spreadsheets (Excel), email (Outlook) and use of web-based technologies are required for this role. (E) • Excellent written and numerical skills and high attention to detail. (E) • A good level of knowledge of access to higher education policy and practice. (D) • An interest in social mobility. (D)

EDUCATIONAL REQUIREMENTS AND PROFESSIONAL QUALIFICATIONS
<ul style="list-style-type: none"> • A higher education degree or equivalent. (E)

PERSONAL QUALITIES
The successful applicant will be: <ul style="list-style-type: none"> • A confident communicator, able to effectively engage with different stakeholders at all levels. (E) • Confident in regularly communicating via email / over the phone and always conducting themselves in a professional manner. (E) • A flexible, self-motivated worker able to prioritise a varied workload in order to meet tight deadlines under pressure and handle competing priorities. (E) • Able to work independently and exercise initiative and also collaboratively as part of a small team. (E) • Solutions-focused in approach with strong co-ordination skills and an aptitude for multi-tasking, able to operate effectively and efficiently in a fast-changing environment. (E) • Well organised, pro-active and positive in delivering work. (E) • In possession of excellent time-keeping skills. (E) • Eager to develop new skills and opportunities. (E)

REPORTING LINES	
Reports to (Job Title):	AccessHE NCOP Manager
Responsible for (No. staff in each grade):	0