

Job Description

Job Title	Widening Participation Assistant
Salary Scale	£19,898 - £22,197
Responsible To	Access & Schools/ Colleges Liaison Manager
Responsible For	No subordinate staff
Number in Post	1
Date Drafted	March 2023

Job Purpose
<p>To provide day-to-day administrative support, predominantly for the LIPA Widening Participation team. This involves supporting this team with various tasks related to the co-ordination of a wide range of widening participation activities, including outbound and inbound school and college visits. The post also involves some communications with a diverse range of prospective students, their parents, staff, and teachers, combined with a focus on creating and maintaining accurate project and financial records. The post holder may be required to offer similar support on occasion for other teams within the wider Marketing and Student Recruitment Department.</p>

Major Tasks
<ol style="list-style-type: none"> 1. Ensuring that logistical arrangements for the team of widening participation staff (including the casual staff) are in place for outbound and inbound activities (e.g. organising taxis, organising hospitality). 2. Organising required materials for widening participation activities in local schools and colleges (e.g. photocopying documents, making sure that staff have marketing materials such as prospectuses and banner stands to take with them for activities) and arranging couriering of marketing materials to events further afield.

3. Responding to enquiries from prospective students, parents and teachers about widening participation activities by various means (e.g. telephone, in person, via email) in a professional and customer-focused manner.
4. Assisting widening participation casual staff in the task of completing their time sheets post activity and collating any submitted expenses forms for sign off by the Access & Schools/Colleges Liaison Manager.
5. Inputting data related to the administration and evaluation from widening participation activities (such as registers, post-event surveys and staff pay claims onto spreadsheets and databases, and recording activities undertaken on to monitoring systems).
6. Providing event support for widening participation activities at LIPA (such as helping with registrations) and occasional outbound activities (for example, representing what the department offers at events in schools and colleges).
NB: Some additional paid hours may be available for support of events taking place outside of regular hours.
7. Assisting with the promotion of our activities by drafting emails, letters and social media messages, and organising mail shots (includes use of mail merge and stuffing envelopes).
8. Maintaining and updating a database of school and community contacts, to allow for consistent and productive contact to be made with schools/organisations and potential students in those schools/organisations to encourage applications to our widening participation projects and degree courses.
9. Preparing meeting agendas, papers, and minutes of meetings where relevant.
10. Conducting audits of our stock of materials and equipment, such as prospectuses, banner stands and summer school resources, and ensuring these are stored appropriately.
11. Occasional support for other teams within the Marketing and Student Recruitment department, such as supporting the international staff with couriering needs or Marketing staff with larger mailouts of promotional materials.
12. Commitment to undertake duties common to all staff across LIPA.

Other Duties

1. Work flexibly including contributing to work projects of a general nature and providing cover for other staff.
2. Participate in staff appraisals and training programmes as required.
3. Carry out duties at all times with due regard to Data Protection/confidentiality, Equal Opportunities, Health and Safety and other policies as agreed and revised from time to time.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual. If however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

15 hours per week (Monday to Friday, 3 hours per day)

LIPA

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Person Specification – Widening Participation Assistant

	Essential (E) Desirable (D)	To be identified by:
Education and Qualifications:		
Minimum of GCSE grade C in Maths and English or equivalent.	E	Application Form/ Qualification Certificates
Experience / Knowledge:		
Good knowledge and understanding of administrative systems and office work.	E	Application Form
Knowledge of higher education procedures.	D	Application Form
Proven administrative work experience.	E	Application Form/ Interview
Experience of working in the education environment.	D	Application Form/ Interview
Skills and Ability:		
Good IT skills, including MS Office.	E	Application Form/ Task
Accurate keyboard and data entry skills.	E	Application Form/ Task
Ability to work with numbers.	E	Application Form/ Task
Well-developed organisational skills.	E	Application Form/ Task
Competent with social media platforms.	D	Application Form

Good interpersonal skills, with the ability to work flexibly as part of a team.	E	Application Form/ Interview
Excellent customer care skills.	E	Interview
Willing to work as part of a team to deliver high quality administrative support to students and staff.	E	Interview
Proven ability to work with a high degree of accuracy in detailed work.	E	Application Form/ Task
A flexible, positive, and proactive approach.	E	Interview
Willingness to work from time to time in the evening or on the weekend, by arrangement.	D	Interview
Commitment:		
To LIPA's Equality and Diversity policies and practice.	E	Application Form/ Interview
Enthusiasm and flexibility in their role with a 'can do' attitude.	E	Application Form/ Interview
To the provision of a high level of service to our customers.	E	Interview
To be able to demonstrate knowledge of equal opportunity issues.	E	Interview