

LIPA

THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

Job Description

Job Title	Widening Participation Coordinator (9–12-month cover)
Salary Scale	LIPA Scale 5/6
Responsible To	Access and Schools/Colleges Liaison Manager
Responsible For	Casual Widening Participation staff
Number in Post	1
Date Drafted	January 2023

Job Purpose

The post-holder will be part of a small team of staff who deliver our widening participation outreach and fair access activities, which aim to raise awareness of, and aspirations to, Higher Education and encourage applications to LIPA from students from backgrounds that are underrepresented at university level.

The postholder will lead on the planning, coordination and evaluation of LIPA's pre-16 widening participation initiatives, including our flagship outreach programme for Year 10 and 11 students, a portfolio of activities with targeted partner schools across Merseyside and engagements with LIPA Primary and High School pupils. These activities are aimed at helping targeted young people to engage further with performing arts and making performance possible subjects and understand career and progression routes within these subject areas, including at LIPA. There is also a growing focus within our pre-16 activities on assisting schools with attainment raising in these subject areas.

In addition, the post holder will be expected to support other activities delivered across the widening participation team as well as wider marketing and recruitment activities such as open days, enrolment and graduation and initiatives to market the making performance possible programmes.

Major Tasks

1. To lead on the promotion, coordination, delivery and evaluation of the Year 10/11 Widening Participation programme, supported by the Access and Schools/Colleges Liaison Manager. This programme - which includes a welcome event, multiple after-school skills workshop sessions across Spring, a three-day Easter project and a five-day summer school - aims to raise awareness of

performing arts training and careers route to young people from a range of backgrounds underrepresented at Higher Education level.

2. To manage relationships with around nine targeted partner schools across Merseyside consisting of high proportions of learners from groups underrepresented at Higher Education level. This includes organising and attending relevant meetings with partner school staff and then co-ordinating an agreed programme of mutually beneficial activities in line with our Access and Participation Plan.
3. To lead on the delivery and development of structured outreach activities with LIPA Primary and High School, which aim to raise awareness of Higher Education amongst pupils and parents, as well as supporting wider pre-16 attainment raising.
4. To produce and deliver compelling information talks both outside of LIPA and onsite about the study of performing arts and making performance possible degree courses, student finance and the application processes for university level study (including at LIPA).
5. To attend school careers events, parents' evenings and other activities at targeted pre-16 schools (this duty entails some evening and weekend work) or organise and brief staff to attend these events and other activities at targeted pre-16 school.
6. To set up and co-ordinate further on-campus and in-school activities with other targeted pre-16 (and occasionally post-16) groups from across Merseyside. This includes arranging any staffing, travel and rooms; communicating with teachers and advisers; organising risk assessments (as applicable); helping workshop leaders to plan sessions; and providing guidance on how to claim expenses and complete timesheets. Many of these further activities act as tasters to promote our main outreach programmes.
7. To coordinate and attend, where relevant, activities aimed at wider community groups, including activities aimed at those from ethnically diverse backgrounds.
8. To assist with the recruitment and supervision of a team of widening participation teaching staff and ambassadors across these outreach activities.
9. To support and develop the tracking, monitoring, evaluation and analysis of widening participation activities, including maintaining a schools/colleges contact database and a database of students who have engaged in activities and adding participant and activity records to our online monitoring platform. The post holder will be the departmental lead for our use of the Higher Education Attainment Tracker (HEAT) service, one of our key evaluation and reporting tools.
10. To prepare marketing and publicity materials with guidance from the marketing team for pre-16 widening participation activities and to disseminate and evaluate these (e.g. producing mail shots for schools and colleges and using social network marketing).
11. To produce reports and recommendations on the activities above.

12. To cover the Widening Participation and Schools/Colleges Liaison Office, including handling individual enquiries from schools, participants and their families;
13. To deputise for the Access and Schools/Colleges Liaison Manager when necessary;
14. To deliver relevant training, including Child Protection talks and advice to staff and students as necessary;
15. To follow processes relating to usage of event materials, such as prospectuses, banner stands, art equipment etc, and to help other staff manage stock levels effectively.
16. 16. To support wider LIPA activities in support of outreach and student recruitment, including our Year 12 residential summer school, Open Days, enrolment, UCAS fairs and assisting with processing applications at peak periods

Common 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:

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. 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:

37.5 hrs per week.

The post will involve some travel locally and across the UK and some evening and weekend work. Flexible working is therefore required.

Many activities take place during school holidays.

The post-holder may also be required, alongside other widening participation staff, to be present for the duration of our Get Set residential summer school including attendance overnight.

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Person Specification – Widening Participation Coordinator (9-12 month cover)

		To be identified by:
Education and Qualifications:		
A first degree or equivalent qualification	Essential	Application Form/Qualification Certificates
A First Aid qualification	Desirable	Application Form/Certificate
Experience / Knowledge:		
Experience of designing, organising and co-ordinating events and activities.	Essential	Application Form/Interview
Experience of evaluating and monitoring events and activities	Essential	Application Form/Interview
Experience of working with young people	Essential	Application Form/Interview
Experience of building strong relationships with new stakeholders	Essential	Application Form/Interview
Experience of giving presentations	Essential	Application Form/Interview
Experience of leading and facilitating workshops	Desirable	Application Form/Interview
Experience of managing databases	Essential	Application Form/Interview
Experience of marketing and publicising events and activities	Essential	Application Form/Interview

Experience of working with school, college and community groups	Desirable	Application Form/Interview
Experience of leading or managing staff members, including casual workers	Desirable	Application Form/Interview
Skills and Ability:		
Strong prioritising and time management skills and ability to meet deadlines	Essential	Application Form/Interview
Ability to obtain (enhanced) DBS disclosure that is satisfactory to LIPA	Essential	DBS Disclosure Certificate
Strong communication (verbal and written) and interpersonal skills	Essential	Interview/Task
Ability to monitor and evaluate projects	Essential	Interview
Knowledge of widening participation policy and practice within UK	Desirable	Interview
Excellent administrative skills with the ability to set up, implement and maintain administrative systems	Essential	Interview
Knowledge of the performing arts curriculum at secondary school and post-16 level	Desirable	Interview
Highly computer literate with strong Excel skills, knowledge of ability to conduct mail merges	Essential	Interview/Task
Knowledge of database packages and PowerPoint	Desirable	Interview
Knowledge of social networking marketing	Essential	Interview
Ability to write in varying styles and assume different tones according to the needs of the project and the target audience	Essential	Interview

Confidence in dealing with a range of people individually and in groups, positively and effectively at all levels.	Essential	Interview
A good eye for design and meticulous attention to detail, with a high degree of accuracy	Essential	Interview
A proactive approach to problem solving, with the ability to deal with rapidly changing circumstances and resolve problems swiftly and skilfully	Essential	Interview
Knowledge of widening access and UK Higher Education policies and practices	Desirable	Interview
Personal Qualities:		
Flexibility and ability to think on feet	Essential	Interview
Team Player	Essential	Interview
Enthusiasm	Essential	Interview
Tenacity	Essential	Interview
Self-Starter	Essential	Interview
Current and valid driving license	Desirable	Application Form/Interview
Respect for cultural differences	Essential	Application Form/Interview
Commitment:		
To Equality and Diversity policies and practices	Essential	Interview

To the provision of a high level of service to LIPA's customers.	Essential	Interview
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