Aimhigher Plus Progression Ambassador

Post Reference NU6719

Salary Scale: £18,342-£20,130

Vice-Chancellor
Professor J Scott Davidson, M.A. (Cantab), LL.D (Cantuar), SFHEA, FRSA
Newman University

Newman University is located in a quiet residential area only a few miles from Birmingham City Centre, which creates a tranquil and focused learning environment for students. The campus overlooks Bartley reservoir and the Worcestershire countryside beyond and its location makes it convenient for access to both the M5 and M42 motorways.

Being founded as recently as 1968, the buildings are modern and purpose-built. The campus is arranged around a series of inner quadrangles of lawns and trees. Halls of residence provide bedrooms for over 200 students, conveniently adjacent to the teaching areas and well-stocked library. Over £20 million has been invested on improving the campus for students, including a vibrant new-build entrance and state-of-the-art library, creating a modern and attractive learning environment, with new teaching spaces and new halls of residence. Further developments are ongoing to improve life on campus.

Newman is a different kind of university; we are driven by the belief that higher education should enable us to develop new ways of understanding the world, and help make a positive impact within it. Our students become independent thinkers with ambition, empathy, and a lifelong love for learning.

With approximately 2,700 students from a variety of backgrounds, Newman is becoming an increasingly popular place to study.

We are a friendly community of staff and students, and our small cohorts and class sizes mean that academic staff can give personal care and attention to each student.

Newman is also committed to promoting the broader understanding and awareness of Fairtrade, poverty and the developing world. As a University, we wish to broaden the global perspectives of the communities we work with, including its 400 partnership schools throughout the West Midlands. Achieving Fairtrade status reflects Newman’s mission which is based on respect for others, social justice and equity.

Newman is working hard to create a sustainable campus and is utilising the latest technology to control energy consumption and achieve our carbon reduction targets.
Job Title: Aimhigher plus Progression Ambassador (NCOP)

Grade: 3

Salary: £18,342-£20,130

Hours: 37 hours

Department: Marketing

Reporting to: Outreach Programme Manager (NCOP)

Purpose of Post:

The purpose of this post within the wider team is to ensure that the University commitment to the Aimhigher NCOP programme is delivered. This means that targeted under-represented groups are encouraged to apply to Higher Education, through a range of activities, partnership working and action-based research.

This post will work with the Outreach Programme Manager (NCOP) and Outreach Programme Assistant (NCOP) in delivering the University’s contribution to the NCOP programme. It will contribute to the organisation and delivery of NCOP activities with a caseload of targeted schools. As a ‘spoke’ we lead delivery with a caseload of schools/colleges and develop a range of interventions to support students as part of the agreed NCOP programme design. The post will support delivery of this activity and ensure they report to the Outreach Programme Manager and Outreach Programme Assistant about budget, activity and impact to enable the coordination hub and the University to meet Office for Students requirements and deadlines.

They will also be involved in the delivery and organisation of visits onto campus for school groups and represent the partnership at guidance evenings and other events in schools.

The post will involve liaison with local partners through the Aimhigher framework and other potential partners as well as staff in schools and colleges. This will require tenacity, tact and sensitivity to the situation and existing commitments of staff in schools, colleges, and the University, and develop opportunities for Widening Participation.

The post is fixed term subject to project funding ending in July 2021.

1. Main responsibilities:

- To work proactively with a caseload of pupils in two south Birmingham secondary schools in order to encourage them to apply for higher education. This will involve delivering a programme of activity to them in
a variety of ways, for example, work with classes, small groups and individuals.

- To organise activities related to Higher Education to enhance the caseload’s appreciation of the opportunities available to them.

- To liaise with undergraduate mentors to ensure a high quality mentoring service to pupils delivered.

- To build and maintain effective working relationships with school staff at all levels.

- To proactively organise work within the parameters set by the University, and to meet targets.

- To maintain accurate records of school activities, reporting progress support monitoring and evaluation activity to the Outreach Programme team and to the spoke.

- To support school staff with school activities related to the caseload and school initiated related activities.

- To liaise and share good practice with other graduate ambassadors.

- To contribute to other student recruitment and Widening Participation activities associated with the Outreach Office as and when necessary.

2. Health & Safety:

- Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

3. General

- This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder is required to undertake other duties of similar level of responsibility.

- It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains
secure and the terms of the Data Protection Act and relevant University policies are met in respect of information held on the University’s computerised systems.

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to participate in the University appraisal process and undertake in any necessary training and development, to keep up to date with the requirements of the job.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. The University therefore actively discourages smoking on University property.

- In accordance with the University’s Information Security Policy, the post holder will be dealing with ‘restricted information’ and ‘highly restricted information’ as part of their duties.
4. **Person Specification**

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<th>Criteria</th>
<th>Essential</th>
<th>Form of Assessment</th>
<th>Desirable</th>
<th>Form of Assessment</th>
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<tbody>
<tr>
<td><strong>Educational Qualifications and Training</strong></td>
<td>Educated to degree level</td>
<td>Application</td>
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<td><strong>Relevant work experience and/or knowledge</strong></td>
<td>An understanding of the issues giving rise to the NCOP programme</td>
<td>Application/ interview</td>
<td>Knowledge of progression barriers specifically within South Birmingham</td>
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<td>Proven experience of mentoring students either on a one to one or group basis</td>
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<td><strong>Relevant and/or specific skills required</strong></td>
<td>Excellent interpersonal skills, to build a rapport with 'hard-to-reach' students, and to work informally with students while maintaining a professional demeanour</td>
<td>Application/ interview/ test</td>
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<td>Experience of presenting to large and small audience groups in a school setting</td>
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<td>Ability to build effective working relationships and to negotiate with pressurised school staff, external organisations, and members of the office team</td>
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<td>Excellent problem solving skills and a willingness to seek solutions to apparently intractable problems, coupled with an understanding of when to refer problems to line management</td>
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<td>Ability to organise activities for young people</td>
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<td>Proficient in use of Microsoft packages</td>
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Job Description – Aimhigher Plus Progression Ambassador  
**date** 12/11/2019
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<th>Personal qualities and attributes</th>
<th>Ability to work proactively, to think creatively and to innovate</th>
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<td>Ability to work as part of a team</td>
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<td>Ability to prioritise own workload and manage time effectively</td>
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<td>Ability to problem solve and to work independently and proactively</td>
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<td>Ability to work under pressure</td>
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<td>Other</td>
<td>Prepared to work evening and occasional weekends when required</td>
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<td>The post holder will be required to undertake a DBS check and will be required to follow safeguarding procedures at all times</td>
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<td>Application/interview</td>
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This post is a full time appointment, offered on a fixed term basis. It will be remunerated on the single pay spine, at Grade 3 £18,342 – £20,130 per annum. The appointment is normally made at the minimum of the pay scale and is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours. The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below, and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Newman University are:

- [https://www.teacherspensions.co.uk](https://www.teacherspensions.co.uk) - Teachers’ Pension Scheme for academic staff
- [http://aviva.co.uk](http://aviva.co.uk) - Aviva Scheme for professional and support staff
- [http://www.nestpensions.org.uk](http://www.nestpensions.org.uk) - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](https://www.nestpensions.org.uk) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, staff membership for all sports/leisure facilities, chaplaincy and spiritual care, catering facilities, an onsite crèche facility, library services, employee assistance programme, occupational health and counselling services, health care and cycle to work schemes, discounted travel scheme and staff development opportunities. Further details of the full range of staff benefits can be found on the University’s intranet.
Benefits available can be found on our website: [https://www.newman.ac.uk/knowledge-base/staff-benefits/](https://www.newman.ac.uk/knowledge-base/staff-benefits/)

**Procedure for Application**

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. We only accept a CV as a supplementary part of the application process. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

**Please note that we reserve the right to remove this advert prior to the advertised date, dependent on the level of response received. You are therefore advised to apply at your earliest convenience.**

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

**Closing date for applications: 5pm Friday 22nd November 2019**

**Interview Date: Friday 6th December 2019**

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**General Data Protection Regulations: Applicant Privacy Notice**

Newman University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship. The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University’s HR and recruitment management systems (electronic and paper based), and in IT systems (including the University’s email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles. The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data. In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data.

If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view at: [https://www.newman.ac.uk/knowledge-base/employee-privacy-notice/](https://www.newman.ac.uk/knowledge-base/employee-privacy-notice/)