

JOB DESCRIPTION

Job Title:	NCOP Project Lead	Grade:	SG6
Department:	UK Student Recruitment	Date of Job Evaluation:	
Role reports to:	Education Support Manager		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	Partnerships and Projects Manager & Widening Access Consultant		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

- To identify, develop and maintain links with external institutions to promote and deliver NCOP (National Collaborative Outreach Programme) activities in Kent
- To organise, and deliver the GREat Skills project to promote HE, HE skills and the university
- To make all necessary arrangements for these events and projects, including data capture, student ambassadors, creation of workshop materials, and other elements required for successful organisation and administration
- To prepare and deliver workshops on HE, HE skills, and the university, appropriate to a variety of audiences

KEY ACCOUNTABILITIES:

Team Specific:

- To identify, develop and maintain links with external institutions, including schools, colleges, community groups and partner institutions
- To coordinate data collection and reporting on NCOP activities as appropriate
- To organise, host and attend various events and projects to promote HE and the university
- To make all necessary arrangements for these events and projects, including student ambassadors, creation of workshop materials, and other elements required for successful organisation and administration
- To prepare and deliver workshops on HE, HE skills, and the university, appropriate to a variety of audiences

- Manage own event schedule during busy peak periods in order to attend events in a cost effective and timely manner
- To develop a good knowledge of the UK education system as a whole and HE in particular in order to be able to liaise with potential students, parents, teachers etc and give accurate advice and information
- To supervise student ambassadors and other student staff on events and projects
- To assist in the allocation of suitably trained ambassadors
- To create and develop internal events, such as training and campus/section based profile raising activities
- To update the section database and maintain other records as necessary
- To complete event and project evaluation, and feedback market intelligence and other relevant information
- To participate in clearing as required, including assisting with clearing training and over-flow set-up
- To participate in the organisation and implementation of Open Days as required, including acting as a campus manager or deputy campus manager on the day
- To communicate and create good links with internal Faculties and Departments
- To carry out other duties as specified by the Education Liaison Manager

Generic:**Managing Self:**

- To work in a flexible manner, ensuring all booked recruitment events are attended
- Ability to work on own initiative without constant supervision
- Ability to work accurately under pressure
- To contribute to the motivation of the team

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

Undertake any other duties as requested by the Director or their line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an

ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that UK Student Recruitment Department delivers the required level of service.

Willing to travel to events, across the UK and in the evenings and weekends, in order to represent the university

Recent Disclosure and Barring Service (DBS), and able to work with children and/or vulnerable persons

KEY PERFORMANCE INDICATORS:

- Improved schools and college engagement
- Improved recruitment at higher entry levels
- Higher numbers of NCOP students with widening access needs engaged

KEY RELATIONSHIPS (Internal & External):

- Recruitment & Admissions staff
- Academic staff
- Access and Widening Participation staff
- School recruitment, admissions and widening participation contacts
- School, College and Community group staff, including teachers, subject leaders and careers advisors
- Partner, Network and collaborative centre staff
- UCAS and UCAS Media
- Higher Education Liaison Officers Association (HELOA)

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • HE experience • Knowledge of the UK education system • Knowledgeable of UCAS and other admissions systems • Organising and hosting events <p>Skills</p> <ul style="list-style-type: none"> • Computer literate 	<p>Experience</p> <ul style="list-style-type: none"> • Hosting events for audiences from a variety of ages and backgrounds <p>Skills</p> <ul style="list-style-type: none"> • Able to deliver presentations to

<ul style="list-style-type: none"> • Excellent verbal and written communication • Able to deliver presentations • Excellent interpersonal skills • Able to work both individually and as part of a team, with the ability to cooperate, negotiate and be flexible • Able to prioritise, organise and deliver a complex and changing time sensitive workload • Able to operate independently and show initiative, without constant supervision • A good understanding of 'customer care' concepts <p>Qualifications</p> <ul style="list-style-type: none"> • NQF level 3 • Graduate <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>various audiences</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Teaching qualification • EduCare NSPCC Child Protection <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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