

JOB DESCRIPTION

POST: Widening Participation Projects Assistant

DATE: March 2017

SERVICE: SMG

POST NO: SMG-W16

STARTING DATE: As soon as possible

SALARY RANGE: Grade 4, £19,485 to £21,843 per annum, pro rata

HOURS: Part time, 22.2 per week

INDEFINITE/FIXED TERM: Fixed term until 31 December 2017 with possible extension to 31 July 2019

REPORTING TO: SCiP Alliance Manager / Head of Community Engagement, Social Justice and Impact

THE POST

The Widening Participation Projects Assistant will provide project planning, delivery and administrative support to high-profile projects with a national reach. The University of Winchester leads the Service Children's Progression (SCiP) Alliance and hosts the National Network for the Education of Care-leavers (NNECL). The Projects Assistant will assist the management team in the development and delivery of the main activities of the projects including the maintenance of website content, social media, running conferences and events, maintaining financial records, and administering leadership meetings, among other tasks.

MAIN DUTIES AND RESPONSIBILITIES

- Work closely with the Manager and Director to ensure the smooth running of the Service Children's Progression (SCiP) Alliance and the National Network for the Education of Care Leavers (NNECL)
- Organise delegate bookings and logistical arrangements for two annual national professional conferences and occasional events
- Collate evaluations and produce event reports
- Service board meetings, AGMs, National Strategy Group meetings and trustee meetings;
- Liaise with both academic and professional services staff in the University and with senior staff in external partners
- Manage social media profiles and update website content
- Produce and distribute newsletters and manage stakeholder database
- Monitor and track the project budgets via the Agresso finance system and liaise with the Director and Manager as required
- Efficiently complete administrative tasks, such as travel bookings
- Establish and maintain administrative systems needed in response to new funding initiatives

- Respond to email, phone and web enquiries, taking prompt action or referring to other members of the team and following up to ensure a full response
- Any other duties as may be reasonably requested by the management team.

General Information

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

CONDITIONS OF SERVICE

The appointment will be made at Grade 4, currently £19,485 to £20,624 per annum, pro rata and annual incremental progression within this range. An upper range of £21,220 to £21,843 per annum, pro rata (again with incremental progression) to those who, having gained considerable experience relevant to the role, are able to demonstrate added value through activities or contribution which are over and above the normal expectations for the role. Starting salary will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 22.2 per week, to be worked between the hours of 8.30am and 5.30pm, Monday to Friday, by agreement with your Line Manager.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 21 days per annum, plus Bank holidays and two extra statutory days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

Holiday entitlement is increased by five days on completing five years' service prior to the commencement of a leave year on 1 August.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted. Due to certificate of sponsorship restrictions this post is not open to applicants who require sponsorship to work at the University of Winchester.

We delight in diversity in our workforce and seek others that share this value

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last two columns on the Person Specification (labelled A and I) indicate how each attribute is assessed.

A = application form, I = interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I
<u>EDUCATION/TRAINING</u>				
Good Standard of Education (preferably to 'A' level standard or equivalent)	X		X	
<u>EXPERIENCE</u>				
Setting up and implementing administrative systems	X		X	X
Providing secretariat for meetings	X		X	X
Organising events	X		X	X
Working in Higher Education		X	X	X
<u>KNOWLEDGE</u>				
Good knowledge of MS Office	X		X	X
Good knowledge of social media platforms	X		X	X
<u>SKILLS/ABILITIES</u>				
Good administrative and organisational skills	X		X	X
Good oral and written communication skills, including liaison with senior staff across the University and in stakeholder organisations	X		X	X
Ability to work independently without supervision	X			X

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I
<u>SKILLS/ABILITIES CONTINUED</u>				
Ability to work collaboratively and sensitively with a range of internal and external stakeholders	X		X	X
Ability to plan and prioritise own workload to meet targets and deadlines	X		X	X
Accuracy and attention to detail	X		X	X
<u>PERSONALITY</u>				
Flexible approach to work/ working style	X			X
Self-starter able to take the initiative and refer matters to management when appropriate	X			X
Able to build rapport with people from a wide variety backgrounds and every level of seniority	X			X
Confident and comfortable working both in a team and independently	X			X
Reliable	X			X
<u>OTHER</u>				
Ability to work flexibly, including occasional travel and out-of-hours working	X			X

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

Winchester Values

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

Intellectual Freedom

Intellectual freedom and its appropriate expression are at the heart of our business.

Social Justice

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

Diversity, Equality and Inclusion

We value diversity and we are committed to ensuring a welcoming and inclusive experience and striving to ensure equality for all.

Spirituality

The University celebrates its Christian foundation, and welcomes those of all faiths and none. Together we seek to explore the mystery of life, and to grow in wisdom and love.

Individuals Matter

The wellbeing of each member of staff and every student is important, as are their opinions and views.

Creativity

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

Compassion

Conscious of the kinship that exists between all life, we seek to nurture compassion for people, animals and the planet.

Mission Statement:

‘To educate, to advance knowledge and to serve the public good’

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students’ time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.