

## JOB DESCRIPTION

**POST:** NNECL Coordinator

**DATE:** February 2019

**FACULTY:** Widening Participation

**POST NO:** WPN-B17M

**STARTING DATE:** April 2019

**SALARY RANGE:** Grade 6 - £27,830 to £33,119 per annum, pro rata

**HOURS:** 0.5fte - 18.5 hours per week

**INDEFINITE/FIXED TERM:** Fixed term maternity cover until 30 September 2019

**REPORTING TO:** Director of Widening Participation

### THE POST

The University of Winchester hosts the National Network for the Education of Care-leavers (NNECL). NNECL is a registered charity supporting professionals working to improve progression into and through higher education for care-experienced people.

The post-holder will be responsible for the development, planning, management, delivery and evaluation of a range of projects and activities in accordance with NNECL's objectives designed to help professionals improve the scale, quality and impact of their work with care leavers. The NNECL Coordinator will work with the organisation's Board of Trustees and National Strategy Group (NSG), which is made up of staff representatives from universities across England, to develop and deliver the main activities of NNECL's project, communications and financial management activity.

This unique post will see the successful candidate based at the University of Winchester and working under the overall direction of the Board of Trustees. The post-holder will work in collaboration with NNECL partners to plan, manage and deliver core elements of NNECL's priorities.

The post-holder will report on a day-to-day basis to the Director of Widening Participation at the University of Winchester and their overall strategic direction and management will be provided by the Board of Trustees through the Chair of Trustees.

The post-holder will have excellent communication and team working skills, ideally with experience as a practitioner and leader for promoting widening participation in higher education, including setting up and co-ordinating multi-agency projects.

Due to the terms and conditions associated with the funding of the post, the post-holder's sole responsibility is to contribute to the work of NNECL and not to undertake any activity on behalf of the University of Winchester.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To plan, manage and deliver projects for the National Network for the Education of Care Leavers (NNECL) in accordance with the aims and objectives set by the Board of Trustees;
- To take responsibility for setting and monitoring milestones, facilitating liaison, producing and disseminating high quality resources, and budget monitoring as appropriate;
- To proactively build and maintain relationships with members of Board of Trustees, NSG and other stakeholders in order to increase the profile of NNECL and maintain a strong focus on priorities;
- To collaborate effectively with stakeholders from university, college, charity, local authority and other partners, facilitating project meetings, development, management and overall success;
- To compile, produce and edit web content and downloadable materials including news items, resources and events and lead their promotion through direct email, Twitter and other communications;
- To establish and maintain relationships internally and externally in order to support the network to draw together and promote resources from university, college, local authority, charity and other partners;
- To support the NNECL NSG Vice Chair of Communications with the compilation, drafting, editing and publication of regular national network newsletters;
- To support the NNECL NSG Vice Chair of Conferences with the management of the annual conference, including management of the booking system and of delegates, liaison with speakers, workshop organisation and finding and liaising with the venue;
- To organise meetings, prepare agendas and relevant papers for the Board of Trustees and National Strategy Group meetings;
- To represent NNECL on internal and external committees as appropriate, and to attend relevant meetings as requested by line manager and/or Chair of Trustees to ensure areas of responsibility are appropriately represented and reported;
- To manage NNECL Membership scheme, including planning and delivering a range of membership benefits and putting together effective systems to monitor engagement;
- To establish and maintain effective monitoring and management systems needed in response to new funding initiatives and core project activities;
- To monitor and track the NNECL budgets via the Agresso finance system;
- Any other duties as allocated by the line manager and/or Board of Trustees following consultation with the post holder.

### **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 6, currently £27,830 to £33,199 per annum (pro rata as appropriate) and annual incremental progression within this range. 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 Quarter 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 18.5 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 24 days per annum, plus Bank holidays and University discretionary 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**

Candidates shortlisted for interview will be asked to give a presentation. Details of the presentation will be provided to shortlisted candidates.

Applications should be made on line at [www.winchester.ac.uk](http://www.winchester.ac.uk). Please note that posts close at midnight on the date stated. Late applications will not be accepted.

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

## PERSON SPECIFICATION

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

A = application form, I = interview, P = presentation

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P
<b><u>EDUCATION/TRAINING</u></b>					
Honours degree	X		X		
Post-graduate qualification in HE, education or related field, ideally related to working with young people		X	X		
<b><u>EXPERIENCE</u></b>					
Proven experience of inter-agency working and network/partnership building, including effective liaison with senior management	X		X	X	
Proven experience in setting clear objectives both in terms of own workload.	X		X	X	
Proven experience in organising and scheduling events, activities and resources	X		X	X	
Experience of monitoring and evaluating educational programmes or similar		X		X	
Experience of using social media and direct email newsletters to communicate key messages to a variety of stakeholders		X		X	
<b><u>KNOWLEDGE</u></b>					
In-depth knowledge of the Higher Education sector in England	X		X	X	
In-depth understanding of the widening participation in HE agenda	X			X	
Fully proficient in the use of Microsoft Office suite of products	X		X		
Awareness of the needs of care leavers, especially in relation to their access to and success in higher education	X		X	X	

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b><u>SKILLS/ABILITIES</u></b>					
Ability to be flexible and adaptable in the approach to work routines	X			X	
Proven ability to draft written reports, presentations and reports in a clear way that addresses key issues in a succinct manner	X		X	X	X
Ability to seek and collate feedback and data from projects and associated databases, analyse key findings and summarise recommendations for senior staff	X		X	X	
Excellent interpersonal skills, formal and informal, with a wide range of stakeholders	X		X	X	X
Ability to speak fluently and convey information to a range of stakeholders and adopt a persuasive and constructive style at all times, using empathy to understand the stakeholders' differing needs	X			X	X
Excellent presentation skills and the ability to create presentations that are focussed, accurate and meet the needs of the stakeholder group		X			X
Creative and innovative approach to problem solving, strategic thinking and long-term planning	X			X	
<b><u>PERSONALITY</u></b>					
Self-motivated, but with flexibility to accept direction from others when required	X		X	X	
A capacity for patience and understanding with stakeholders, always maintaining sensitivity to their needs, particularly at times of peak working under pressure	X			X	
Respect for cultural differences and awareness of how institutional ways of working need to adapt to suit the increasing diversity of student and staff groups	X			X	X

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P
<p><b><u>OTHER</u></b></p> <p>Full clean, driving licence and willingness to travel nationally</p> <p>Able to work some evenings and weekends as required</p>	<p>X</p> <p>X</p>		<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	

## **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.

### **Our values**

We are a community committed to making a difference, passionate about seeing individuals and communities flourish.

Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

### **Compassion**

Conscious of the kinship that exists between all life, we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

### **Individuals Matter**

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged

to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

### **Spirituality**

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity, beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love.

Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

### **Mission Statement:**

'To educate, to advance knowledge and to serve the common 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.