LIPA

Job Description

Job Title:	Widening Participation Manager
Salary Scale:	SCP 34
Responsible To:	Director of Marketing and Student Recruitment
Responsible For:	Widening Participation Co-ordinator Casual Widening Participation Staff
Number in Post:	1
Date revised:	June 2012

Job purpose

To develop, implement and monitor LIPA's Widening Participation Strategy and the widening access element of LIPA's Access agreements. You will maintain links with relevant communities, schools, FE colleges and groups; research and analyse relevant statistical information about our provision and potential markets; devise and manage a range of innovative widening participation initiatives and evaluate their effectiveness.

Major Tasks

1. To develop, implement and evaluate widening participation strategies in line with LIPA's overall strategies and objectives, including LIPA's equality and diversity scheme;

2. To play a lead role in devising and reporting on all widening access initiatives and milestones as required by OFFA and HEFCE, working closely with the Director of Marketing and Student Recruitment, Finance and the Director of HE to ensure timely monitoring and reporting to OFFA;

3. To promote HE and LIPA to targeted communities, schools and colleges and thereby increase numbers from under-represented groups entering LIPA;

4. To identify, through detailed market research, relevant socio-economic and other minority and under-represented groups at whom widening participation projects should be targeted;

5. To identify, through detailed market research, schools, colleges and community groups at whom widening participation projects should be targeted and establish senior level links;

6. To develop appropriate internal and external networks and maintain and build upon existing relationships;

7. To develop, in liaison with relevant teaching staff and external groups, widening participation initiatives and projects including summer schools;

8. To be responsible for the management of these widening participation projects;

9. To manage the annual Widening Participation budget, in accordance with the Financial Regulations;

10. To participate in open days and guided tours making presentations where appropriate;

11. To co-ordinate staff and student visits to target schools and colleges, and making presentations where necessary;

12. To identify appropriate role models amongst existing students and alumni;

13. To track and evaluate the results of all widening participation activities;

14. To identify funding sources and prepare bids to these to support widening participation activities;

15. To prepare reports as required for external agencies and committees including LIPA Council and Teaching and Learning Board;

16. To represent LIPA at meetings of relevant external partners

17. To undertake duties common to all staff across LIPA

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 LIPA's 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 hours per week by arrangement with the Director of Marketing and Student Recruitment. The post will from time to time involve some evening and weekend work.

LIPA

Person Specification
Widening Participation Manager

E = Essential
D = Desirable

Education / Qualifications

A degree or equivalent qualification	E	Application form
Teacher Training Qualification	D	Application form
Advanced Child Protection and Safeguarding Training Qualification	D	Interview

Experience

Experience of designing, managing and delivering widening participation activities	E	Application form
Experience of project development, management and delivery	E	Application form
Experience of undertaking detailed primary and secondary market research and managing data	E	Application form
Experience of working with community-based groups	E	Application form
Experience of organising events from inception to evaluation	E	Application form
Experience of policy and report writing	E	Application form
Experience of monitoring Access Agreements and reporting to the Office of Fair Access	D	Application form

Skills, Knowledge and Ability

Knowledge of good practice in developing effective widening participation strategies and in delivering related activities	E	Application/ Interview
Strong prioritising and time management skills and ability to meet deadlines	E	Interview
Knowledge of the social inclusion agenda and perspectives of diverse groups of people	E	Application/ Interview
Excellent communication (verbal and written) and interpersonal skills and ability to communicate clearly and effectively at all levels within an organisation	E	Application/ Interview/ Presentation
Ability to analyse and interpret data and present in meaningful form for a variety of stakeholders	E	Interview/ Presentation
Knowledge of the performing arts school curriculum at secondary level	D	Application/ Interview
Ability to identify possible income streams to support widening participation activities	D	Application/ Interview
Understanding of anti- discriminatory and anti-oppressive practice	D	Application/ Interview
Ability to develop networks both internal and external and work collaboratively with others	E	Application/ Interview
Knowledge of widening access and UK Higher Education policies and practices	E	Interview

Personal Qualities

Self starter	E	Application/ Interview
Team player	E	Application/ Interview

Commitment

To the Institute's Equal Opportunities policies and practice	E	Interview
To the provision of a high level of service to LIPA's customers.	E	Interview