



JOB DESCRIPTION

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| Job Title: | Uniconnect Project Coordinator |
| Department: | Student Recruitment and Outreach |
| Salary Range: | £27,929 - £31,411 per annum (pro-rata for part time) Fixed term until 31 July 2023. |
| Salary Grade: | SS4 |
| Report To: | Deputy Director – Student Recruitment and Outreach |
| Job Purpose: | To ensure that the University's contribution to the UniConnect programme and associated budget is delivered effectively and within budget |
| Main Duties & Responsibilities: | <ol style="list-style-type: none">1. To lead on UCB's activity as a 'Spoke' in the Aimhigher Unniconnect initiative.2. Extensively liaise with local partners through the Aimhigher framework and other partners, specifically staff in schools and colleges.3. To lead on delivery to an agreed number of schools/colleges with under-represented groups of pupils and to encourage pupils to apply to higher education.4. To manage a team of student project delivery officers who are delivering activities in schools5. To develop and deliver activities, events and projects to reflect the range of higher education opportunities available and potential career pathways. In addition, you will also be responsible for identifying and commissioning activities with third parties/guest speakers.6. To lead on the monitoring, collation and tracking of participant data and finance and reporting this on a quarterly basis to the Director of Marketing and Admissions and the Central Hub.7. To ensure that all promotional equipment and literature is accurate and effective and represents UCB and the Aimhigher partnership.8. To ensure practice is in line with the requirements of the General Data Protection Regulations. |



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| | <p>9. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>10. Any other duties commensurate with the nature and grade of the post.</p> |
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PERSON SPECIFICATION

| Post: | Uniconnect Project Coordinator | Weighted Criteria |
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| Experience: | | |
| 1 | Experience of working in partnership with external organisations and managing relationships | X |
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| Skills & Abilities: | | |
| 6 | Excellent interpersonal skills with the confidence and ability to build professional relationships and effectively network with high profile individuals. | X |
| 7 | Effective written and verbal communication skills, in addition to a high-level of proficiency in Microsoft Office – Word, PowerPoint and Excel. | |
| 8 | Ability to work in a team as well as using own initiative | |
| 9 | Proven time management and organisational skills with the ability to work to and meet deadlines. | |
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| Education & Qualifications: | | |
| 11 | Maths and English at level 2 (GCSE grade C or equivalent). | |
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| Training & Professional Development: | | |
| 16 | A willingness to participate in professional and personal development | |
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| Other: | | |
| 21 | Flexible approach to work – the post may involve working on occasion during evenings and over the weekend. | |
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