

SECTION A: THE ROLE	
Job Title:	Hello Future Outreach Officer
Department/Service:	Marketing and Recruitment
Job Grade:	Grade 06
Job Family:	Professional Services
Job Location:	Fusehill Street, Carlisle
Responsible To:	Hello Future Outreach and Evaluation Manager
Responsible For:	Hello Future Graduate Intern
Role Purpose:	
This unique role working as part of the Hello Future partnership (part of the national Uni Connect programme) involves supporting young people and their influencers to raise attainment, make informed decisions about their next steps after secondary school or college and support progression to Higher Education. You will contribute to the delivery of the agreed targeted and strategic outreach activity within your designated area. You will be responsible for working with defined groups of learners (including those that are underrepresented in Higher Education) and creating interventions, together with partnership members and wider stakeholders to create sustainable and high impact collaborative activity. For example, working with learners to support their reading or study skills. You will maintain excellent working relationships with the schools, colleges, employers and community groups within your area to ensure the programme runs effectively, meeting agreed targets as well as the expectations of those involved. The partnership will act as a point of contact for all secondary schools and colleges and therefore your role will be to share what is available locally and signposting to local outreach provision effectively when working with young people and their influencers. You will line manage a small Graduate Intern team and may also be responsible for managing student ambassadors deployed to support activity. Working closely with the Hello Future Outreach and Evaluation Manager, you will support evaluation, monitoring and tracking of progress and contribute to the delivery of the overall strategic plan for Cumbria. This is a varied role working with young people and their influencers in a variety of settings, using innovative and dynamic approaches to raise aspirations and support personal development. As we are partnership of many local organisations, we are also able to provide a range of experience working with partners within this role. This may include mentoring, shadowing or work experience with education / industry to support the professional development of the role holder. Other Conditions: The post holder will be required to work additional/different hours as may from time to time be necessary for the proper and efficient discharge of their duties which may include evenings, weekends and bank holidays.	

You will be required to undertake regular travel to various locations, sometimes at short notice and to remote locations across Cumbria.

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES

1.	To maintain excellent links and working relationships with schools, colleges and partners and work with them to deliver a programme of outreach activity successfully within the designated area.
2.	To operationally co-ordinate targeted and strategic outreach activity within the designated area; monitoring progress towards targets and feedback insights to the management team to inform future planning.
3.	To develop and deliver higher education access and attainment raising interventions to target audiences including young people, underrepresented groups, teachers and advisors and parents and carers.
4.	To act as a main point of contact for secondary schools, colleges and community groups across Cumbria and signpost to local outreach provision effectively in order to increase engagement with existing Higher Education and Attainment Raising outreach activity.
5.	To line manage Graduate Intern supporting them within the role to achieve area targets and their personal development.
6.	To monitor and maintain records/reports to meet both internal and external requirements.

Additional Information:

You may on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting, and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

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Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 6 Role Title: Hello Future Outreach Officer	Essential/ Desirable	To be identified by:
Qualifications Educated degree level standard or equivalent experience Professional qualification (e.g. Post Graduate Certificate of Education/ QTS) or membership of relevant professional body (or equivalent experience)	Essential Desirable	Application Form Application Form
Experience Previous experience of working with young people to support their development in a variety of settings. Experience of working in Higher Education and awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation that may impact on the job. Experience of school, college and Higher Education systems and qualifications. Experience of leading and supervising others.	Essential Desirable Essential Desirable	Supporting Statement/ Interview Application Form/Interview Application Form/Interview Application Form/Interview
Knowledge, skills and abilities Able to apply a detailed understanding of widening participation, outreach and its underlying principles, supported by evidence of experience. Outstanding interpersonal, communication and networking skills and the ability to develop and maintain excellent internal and external relationships Excellent organisation and time management skills to plan and organise activities and events of some complexity Skills to plan and progress work activities, and implement improvements within own area of work, using initiative and judgement. Skills to research collate and edit material for inclusion in reports/other documents. Well-developed problem-solving capability to effectively deliver an outreach programme Ability to provide detailed guidance and support to develop the knowledge and skills of others. Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology and development and maintenance of websites e.g. Microsoft Office. Professional approach to work and work colleagues and an ability to work independently and show initiative.	Desirable Essential Essential Essential Desirable Essential Essential Essential	Supporting Statement/ Interview Supporting Statement/ Interview Application Form/Interview Supporting Statement/ Interview Application Form/Interview Supporting Statement/ Interview Application Form/Interview Application Form/Interview

Other Flexibility and willingness to travel regularly throughout Cumbria and nationally to conferences and events as and when required Ability to travel regularly to other locations across Cumbria sometimes at short notice including to remote areas such as Silloth, Millom, West Cumbria. Commitment to the strategic plan and values of the University especially in relation to equality of opportunity at work and a healthy and safe working environment. Must be committed to the Safeguarding and promoting the welfare of children, young people and vulnerable adults including: • Motivation to work with children • Ability to form and maintain appropriate relationships and personal boundaries with children • Emotional resilience in working with challenging behaviours Enhanced Disclosure (via Disclosure and Barring Service) and Clearance required prior to confirmation of appointment offer (successful candidate only)	Essential Essential Essential Essential	Application Form/Interview Application Form/Interview Application Form/Interview DBS Application Process
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