

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF28237
<b>Post Title:</b>	Widening Participation Project Officer
<b>Grade:</b>	Grade 5
<b>School/Department:</b>	University Museums and Special Collections Services
<b>Reports to:</b>	Learning and Engagement Manager
<b>Responsible for:</b>	N/A

## Purpose

The postholder is responsible for supporting delivery of The MERL and Special Collections' Widening Participation programme aimed at Reading schools in areas of low and non-participation in Higher Education.

## Main duties and responsibilities

### Delivering programmes

1. To support the Learning and Engagement Manager in the delivery of onsite and offsite learning programmes and opportunities where relevant (low participation in Higher Education) schools are involved. This will involve participating in the delivery sessions devised and led by the Learning and Engagement Manager (team teaching), including sharing the delivery of object handling sessions, giving presentations, sometimes in the form of tours of the Museum, as an element of sessions and ensuring that evaluations for the sessions are completed and handed in.
2. To work with the UMASCS Volunteer Co-ordinator to develop opportunities for targeted students to participate in work experience, volunteering and internships that promote Widening Participation. This will involve identifying relevant opportunities for young people from low participation schools to volunteer or undertake work experience and work with the volunteer co-ordinator to prepare role descriptions, ensure the opportunities are advertised, filled and evaluated, as well as monitored to ensure they are meaningful for the young person and useful to the Museum.

### Promoting Widening Participation opportunities

3. To act as a point of contact for other staff across the University of Reading who work in the field of Widening Participation, including Global Recruitment (UK and Outreach) and other academic departments. This will involve liaising with other staff members who are working on Access-funded projects at any one time, to share best practice.
4. To assist the Learning and Engagement Manager in building links with local schools and relevant settings, including attending relevant outreach events. This will include maintaining a database of contacts at local low participation schools in coordination with Global Recruitment (UK and Outreach), attending networking meetings with teachers and young people from those schools and working alongside the Learning and Engagement Manager to develop content for bespoke and relevant sessions for individual schools.

## Reporting and data collection

5. To be responsible for collecting data about group and individual visits in order to provide reporting to Global Recruitment (UK and Outreach) and the Access and Participation Committee at the University of Reading. This will involve using the NERUPI evaluation framework adopted by Global Recruitment (UK and Outreach) to ensure that work undertaken at the MERL is part of the overall evaluation of Access-funded initiatives at the University of Reading. It may involve presenting results of activity at the MERL to the MERL Advisory Committee. It will also include working on the annual evaluation and data return sent to the MERL by Global Recruitment (UK and Outreach) to gather data to demonstrate how Access funding has been spent to inspire young people to progress to higher education.

## **Supervision received**

The Widening Participation Project Officer will be supervised by the Learning and Engagement Manager for MERL and the Outreach and Access Manager (Global Recruitment (UK and Outreach), University of Reading), with whom regular liaison and reporting will be established.

## **Supervision given**

On a day-to-day basis, may supervise young people participating in volunteering opportunities.

## **Contact**

University of Reading Global Recruitment (UK and Outreach), University of Reading Access and Participation Committee, local Reading Schools, UMASCS staff

## **Terms and conditions**

Fixed term for 3 years, 0.6 FTE

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time that do not change the general character of the job or the level of responsibility entailed.

**Date assessed:** 24 Sept 2018 – Isabel Hughes

# PERSON SPECIFICATION

Job Title	School/Department
Widening Participation Project Officer	UMASCS

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• IT skills – competence in MS Office, use of databases, internet, email</li> <li>• Excellent presentation skills and the ability to work with a wide range of people</li> <li>• Good team working skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use IT systems, such as databases</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Good honours degree (first/second class)</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification or experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the potential of museum learning</li> <li>• Knowledge of the context of secondary schools</li> <li>• Understanding of data collection and evaluation methods</li> </ul>	<ul style="list-style-type: none"> <li>• Subject knowledge relevant to the collections</li> <li>• Relevant experience of participating in evaluation of programmes</li> <li>• Understanding of the Higher Education sector and the widening participation to Higher Education agenda</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a museum, library or archive</li> <li>• Experience of working with young people</li> <li>• Experience of presenting and interacting with audiences</li> <li>• Experience of administration and organisation (e.g. events and activities)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering outreach and/or public engagement activities</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Confident communicator</li> <li>• Practical approach to problem solving</li> <li>• Able to prioritise tasks and manage time effectively</li> <li>• Adaptable and flexible approach</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willing to work on occasions in the evenings and at weekends</li> </ul>	
Completed by: Isabel Hughes	Date: 28 September 2018	