



Job Summary

Job Title: Widening Participation Evaluation Officer
Grade: 6
Salary: £27,285 - £31,604 per annum
Department: External Relations
Contract: Fixed Term Contract until 31st December 2018
Job Reference: CSE02070
Post Responsible To: NCOP Partnerships and Events Officer/Widening Participation Manager

Role Purpose

You will support the work of the Widening Participation Team to encourage young people in Leicester and Leicestershire to progress onto higher education. This will be achieved through:

- Evaluating outreach activities delivered by the University of Leicester
- Evaluating outreach activities delivered by the REACH Pathways programme (NCOP)
- Conducting research into topics related to widening participation in Leicester and Leicestershire.

Principal Responsibilities	% Time
<ul style="list-style-type: none"> • To work with activity organisers at the REACH Pathways Partnership to evaluate the impact of their outreach events and other widening participation initiatives. This shall include developing new evaluative methodologies, conducting fieldwork, and analysing and presenting data. 	70
<ul style="list-style-type: none"> • To produce and present relevant statistics, analyses, reports and presentations for colleagues and committees within the University of Leicester and the REACH Pathways partnership in order to monitor NCOP widening participation activities and explain relevant trends. 	10
<ul style="list-style-type: none"> • To work with colleagues in the University of Leicester and the REACH Pathways partnership to source data and agree robust methodology to target, track and monitor NCOP widening participation work. 	15
<ul style="list-style-type: none"> • To contribute to the wider work of the University of Leicester Widening Participation Team, assisting with on- and off-campus events during peak times. 	5



Internal and External Relationships

University of Leicester

- Widening Participation Team
- Academic Departments
- Planning Office

External Partners

- NEON Evaluation and Impact Working Group
- REACH Partnership members
- EMWPREP

Planning and Organising

- Plan and organise own workload to ensure that all project requirements are met to strict deadlines
- Plan and organise a variety of evaluations that have a robust methodology which best measures impact
- Ensure effective communication with colleagues and stakeholders to ensure that all relevant stakeholders are able to fully engage with activity evaluations
- Contribute to the long term planning of University of Leicester strategy for monitoring widening participation activity and impact.

Qualifications, Knowledge and Experience

Essential

- Educated to degree level or equivalent.*
- Experience of the UK Higher Education system and a strong understanding of current policies and practices in relation to university and student funding, the Widening Participation agenda and the role of Marketing in Higher Education.*
- Experience of drafting strategies, policies and reports including the analysis of complex data.*
- Experience of both quantitative and qualitative research* including experience of:
 - questionnaire design and methodology;
 - conducting interviews or focus groups, then analysing the resulting data
 - interrogating and analysing large datasets to produce reports;
 - producing summary reports to highlight key findings from factual data, and making recommendations.



Desirable

- Experience of developing Widening Participation policy and practice*
- Knowledge and experience of using socio-demographic data – such as NS-SEC, Polar 3, and IMD data.*
- Knowledge and experience of working in compliance with Data Protection legislation and good practice

Skills, Abilities and Competencies

Essential

- Effective complex problem solving skills and initiative to make independent decisions.*
- A pro-active approach and willingness to put forward and develop ideas.*
- Strong presentation skills, including the ability to present complex data and policy issues to senior management and external stakeholders.*
- Ability to write reports, correspondence and other documentation.*
- High level IT and numeracy skills, including the ability to interrogate data using Excel and bespoke data reporting tools.*
- Excellent general IT and word processing skills, including MS Office Word, Outlook and PowerPoint.
- Ability to manage a complex and varied workload, to work under pressure and to tight deadlines.*
- Ability to work as part of a team, and on own initiative.*

****Criteria to be used in shortlisting candidates for interview***

Contract Information

This is a full-time position that will be recruited for a fixed term until 31st December 2018, with the possibility of extension if funding is secured.

Disclosure and Barring Service

This post is exempt from the Rehabilitation of Offenders Act 1974 because you will have substantial access to young people and/or vulnerable adults. An appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). You will be required to give consent for the University to check with the DBS for the existence and content of any criminal record in the form of an Enhanced Disclosure. Information received from the DBS and the police will be kept in strict confidence



Job Summary

and will be destroyed once the University is satisfied in this regard. Further information about the DBS is available at: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>

Equality and Diversity

The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and [Athena Swan](#).

We are proud to be selected as one of only ten Universities internationally to be an impact champion for [HeForShe](#), a global solidarity movement for gender equality. We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more please visit the [Equalities](#) webpage.

Selected Staff Benefits

- 24 days annual leave, plus bank holidays and 6 closure days
- Generous pension
- Discounted gym membership
- Childcare voucher schemes

[For more information about our fantastic benefits please click here.](#)

VITAL - living our values

We believe that the [University of Leicester](#) is a great place to work. Our values go to the heart of everything we do and underpin our motto Ut Vitam Habeant - so that they may have life – but are denoted by the simple acronym, VITAL.

Valuing people - We respect, trust and appreciate our people. We recognise others' achievements and our own. We celebrate success. We help everyone to achieve their potential.

Innovators - We have the confidence to solve problems creatively. We are always striving to improve our service. We are resilient, proactive, clear communicators. We nurture a safe environment for innovation.

Together - We work better when we work together. We collaborate with other stakeholders to share knowledge and best practice. We draw on others' expertise and create networks to develop new ideas.

Accountable - We are responsible for our actions. We hold ourselves and others to account and admit our mistakes. We agree what is expected and deliver on our promises. We are responsive and able to demonstrate where we've made a difference.



Job Summary

Leaders - We are confident professionals; we value knowledge and expertise and know when to use them. As leaders, we demonstrate integrity, honesty and transparency. We use our judgement and work well with others across all departments.

