



**Job Title:** Widening Participation Officer (Full-time)  
**Location:** Futureworks, Manchester  
**Reporting to:** General Manager  
**Pay:** £25,000 p.a.  
**Start Date:** 1<sup>st</sup> August 2019

### **Company Info**

Futureworks is a leading provider of university education in Sound, Music, Film, Television, Games, Animation and Visual Effects. Based in the centre of Manchester our premises boast state of the art studios and high-spec production facilities built to industry standards. Futureworks degree courses are delivered by experienced professionals, and our excellent links with industry employers mean students benefit from exciting guest lectures and fantastic opportunities to gain experience on real-world projects.

Futureworks values and celebrates diversity and has adopted equality, diversity and inclusion as core values. We welcome applications from suitably qualified candidates whatever their background, and especially from BAME candidates who are under-represented in our workforce.

### **Job Summary**

The successful candidate will be responsible for the planning and delivery of an extensive programme of outreach activities aimed at increasing admissions from the key underrepresented groups identified in Futureworks Access & Participation Plan.

The post holder will be responsible for organising and coordinating Futureworks widening participation strategy, including the delivery of school and community outreach events and activities, working closely with the Student Affairs team to ensure continued engagement and retention of participating students. The post holder will play an active role within the Futureworks team as well as working within the wider marketing and student recruitment area, supporting young people and those entering higher education through non-traditional routes.

The post holder will be required to develop materials, activities and projects for schools, colleges and communities, and will require the post holder to have the skills and experience to engage and work constructively and sympathetically with students with on-going or emerging mental health conditions. The post holder will be required to liaise with students, programme leaders, partner universities and other external parties to ensure the facilitation of required support alongside accurate and timely flow of information in line with academic regulations, policies and procedures.

As this post involves work with young people under the age of 18, the post holder will be required to undergo a Disclosure and Barring Service (DBS) check.

### Representative Work Activities

- Deliver a range of services and resources, relevant to widening participation, including schools and community outreach and transition support.
- Develop new ideas for activities and approaches to support underrepresented groups.
- Coordinate activities for looked after young people, developing and delivering a programme of activities to raise aspirations, attainment and understanding of higher education subjects.
- Work with internal and external stakeholders and partners to develop and deliver activities which support the raising of aspirations, encouraging applications to Futureworks from people from the widest range of backgrounds, and providing support to both applicants and new students.
- Analysis of widening participation projects and issues, interpreting patterns and trends to support informed decision making and to improve and develop programmes and activities.
- Providing support for the effective coordination, monitoring and promotion of financial support for widening participation students, including scholarships, ensuring that available funds are most appropriately provided in support of Futureworks strategy and targets.
- Work collaboratively with members of the Student Affairs team and contribution to annual and strategic planning.

### Quality Indicators

Application candidates are expected to have all of the following:

- HNC/HND level qualification (or above) and/or significant relevant experience.
- Experience of working in a role based around supporting a diverse student body within tertiary education or the school sector.
- Experience of designing and delivering support services or events to students or young people.
- Excellent communication and interpersonal skills.
- Ability to persuade and influence, effectively network and develop successful working relationships with a wide range of people.
- Strong administrative capabilities and attention to detail.
- Ability to uphold and adhere to university policies and procedures in a professional manner.
- Knowledge of the Higher Education sector and current issues around widening access.

It is desirable that candidates have:

- A degree from a UK university or overseas equivalent.
- Experience of successfully working in a widening participation outreach role within either a further education, school or higher education setting.
- Access to own vehicle.

Please note that although the post holder will generally work Monday to Friday, 9am to 5pm, it will be necessary to take part in events which may occur during weekends and evenings or require some travel outside of these hours.

Applications should be in the form of a CV and covering letter and addressed to the General Manager quoting reference **WPO290419**. Applications can be sent via email to [work@futureworks.ac.uk](mailto:work@futureworks.ac.uk) or via post to:

General Manager

Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS