



Job Title:	School & College Outreach Officer
Location:	Futureworks, Manchester
Reporting to:	Widening Participation Officer
Working hours:	Full time or part time roles considered
Pay range:	£22,438 to £25,956 p.a. (G5 to G5++)
Application closing date:	Wednesday 6 th September 2023
Interviews taking place:	Week commencing Monday 11 th September 2023
Start Date:	Monday 16 th October 2023 (or by negotiation)

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.

At Futureworks we are committed to diversifying the creative industries, higher education and STEM. We wish to tell untold stories and to hear unheard voices through music, gaming, art, film and media. As an equal opportunity employer, we value the unique contribution and perspectives of a diverse workforce and one that reflects the lived experiences of our students.

This role is being advertised on a fully flexible basis. Futureworks is prepared to consider a range of working arrangements, including recruiting the right individual on a part-time or full-time basis, flexible and varied hours of work, and a combination of home and on-campus working.

Key Roles

- Develop and facilitate interventions designed to raise aspiration and attainment, and diversify the creative industries, including summer schools, Saturday clubs, after-school clubs, workshops and other collaborative projects.
- Develop relationships and partnerships with third party organisations, including mental health charities and other higher education providers.
- Support Student Ambassadors to run student societies for student groups identified through our Access & Participation Plan.
- Attend Futureworks Open Days, UCAS events & Careers Fairs, promoting inclusion and the support available to student groups identified through the Access & Participation Plan.
- Contribute towards the monitoring and evaluation of Access & Participation initiatives and projects, including gathering feedback via surveys and focus groups and drop-in surgeries.
- Work with a wide range of stakeholders, including senior management, student services, current students, partner organisations, young people and mature students and prospective students.

- Understand the varying needs and lived experiences of widening participation young people, adults and students.

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 inspiring and educational projects, services and resources, relevant to widening participation, including schools and community outreach and transition support.
- Develop and deliver 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.
- 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.
- Expertise and knowledge in one, or more, of Futureworks key subject areas. Such as: Games Design, VFX, Animation, Game Art, Filmmaking, Post-Production for Film & TV, Sound Design, Audio Engineering & Production
- 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 engaging workshops 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 Vice Principal quoting reference **SCOC260723**. Applications can be sent via email to work@futureworks.ac.uk or via post to:

Vice Principal

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