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| **Job Title** | **Lead Partnership Officer** |
| **School / Service** | **External Relations** |
| **Grade and Salary Range** | **E** |
| **Location and Hybrid working status** | **Docklands** |
| **Reporting to** | **Post 16 Partnerships Manager** |
| **Responsible for** | **Managing and running Schools and Colleges team interventions** |
| **Liaison with** | **UEL schools and services, key stakeholders; UEL Academic Schools, schools, colleges, widening participation networks, UEL ambassadors, local authorities, UEL students and other external networks** |
| **Contract type** | **Permanent** |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals with digital competencies, like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

We have built an External Relations Directorate that has brought together an integrated Communications & Engagement and Student Recruitment & Marketing service. The directorate is made up of a number of teams including Communications & Engagement, Marketing, Recruitment and Conversion, Outreach and Access, Design and Digital, Events and Advancement and the International Office.

We are looking for team members who will be part of embedding an innovative practice and a digital first mindset within our External Relations Directorate. We seek individuals who not only enjoy working in an agile environment but also demonstrate a willingness to embrace new technology and transformational change. Together, we aim to cultivate a culture of 'continuous new', staying updated with emerging technologies and best practice across the sector.

This role will sit within Outreach and Access, in the Schools and Colleges team. The

Outreach and Access team is funded through Office for Students (OfS) funding. The OfS

funding is used to tackle and eliminate inequalities in higher education. The Outreach and

Access team works with pre-entry students that are least likely to participate in higher

education to help them make informed decisions regarding their educational futures.

**JOB PURPOSE**

To work with schools, colleges and training providers to develop partnerships and deliver interventions that promote HE progression to students, staff, parents and other stakeholders. The aim is to enable students primarily from groups that are underrepresented in Higher Education to develop their skills and understanding of HE, to make informed choices about further study and to prepare for successful transition to university. This particular role currently works with Year 12-13’s (Aged 16-18 year old students). The role is required to manage and build a portfolio of partnerships with schools & colleges establishing outreach programme delivery aligned with the student lifecycle.

**KEY DUTIES AND RESPONSIBILITIES**

* To develop, support and deliver widening participation projects and outreach activities for schools, colleges, training providers and other education partners.
* To liaise with staff in schools, colleges, training providers and local authorities to seek opportunities to deliver outreach activities and projects to ensure outreach and partnership targets are met.
* To liaise with staff in Schools and Services to develop appropriate and high-quality curriculum, subject based, skills and careers content to enable students to develop their skills and understanding of HE through a number of interventions such as taster days, and longer-term projects.
* To advise and support colleagues in Academic Schools to develop targeted outreach plans and to secure opportunities for School-specific outreach to be delivered.
* To work with schools, colleges and training providers to plan and tailor the offer to create high quality learning experiences which meet students’ needs and aspirations at key points in their student journey and through this activity to build knowledge and external partnerships.
* To co-ordinate multiple projects effectively including preparing project plans and budgets and reporting progress to the team and committee meetings and to event manage activities including room bookings, co-ordinating staff, student ambassadors, programme development, and planning additional resources.
* To plan for, carry out and analyse data for evaluation of all activity which the postholder is responsible for in line with the team’s evaluation plan.
* To ensure that clear and robust systems for the management of safe learning environments, including risk assessments, first aid, child safeguarding, emergency procedures and provision of briefings for staff and students.
* To contribute towards the development of bids and proposals including costing activity to secure internal and external funding for projects.
* To identify and analyse relevant data to develop and support lead areas of work and to maintain an overview of data and progress against milestones within the schools and colleges outreach plan.
* To produce and contribute to regular reports to specified deadlines as required by UEL and external organisations.
* To develop content for and contribute to updating the website and publicising the team’s work through social media, newsletters and internal publications.
* To contribute towards areas led by other colleagues including representing UEL at Careers fairs, HE fairs, UCAS fairs and other events.
* To maintain an overview of key developments within the sector and project specialisms and attend conferences, seminars and other training events in order to keep abreast of developments which impact on the post.
* To undertake other duties commensurate with the grade of the post as required by the Partnership Manager or Head of Outreach and Access.
* To undertake evening and weekend work where necessary and some national travel, which will necessitate overnight stays.
* To promote equality of opportunity through our outreach programme and work in accordance with UEL’s equal opportunities policies.

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Knowledge of widening participation and the barriers that prevent people from progressing to higher education
* Experience of working with Post 16’s in an educational setting or community group or youth organisation (A)
* Experience of developing partnerships with schools, colleges and training providers
* Experience of developing and delivering outreach projects, workshops and presentations for young people
* Experience of project planning and managing multiple projects
* Experience of developing, delivering and monitoring projects using project management systems
* An understanding of managing safe learning environments including child safeguarding policy and practice
* Experience of organising staff, students and resources to deliver on events, and workshops, ensuring the quality of provision
* Experience of planning, prioritising and organising own work whilst ensuring the effective use of resources
* Experience of planning events including risk assessments and managing safeguarding
* Experience of working on own initiative and without supervision, using creativity to resolve problems, identifying practical and suitable solutions

**Desirable**

* Experience of using the Higher Education Access Tracker (HEAT)

**COMPETENCIES REQUIRED**

* Proven ability to develop and build successful working relationships and to contribute positively as a member of a team
* Strong interpersonal and communication skills (both written and verbal) including the ability to liaise with a range of support and teaching staff across the university and in partner schools and colleges and other local organizations
* Ability to write project plans and reports to report back on outcomes to stakeholders
* Ability to negotiate with partners to develop content including selecting and advising on the most appropriate content and delivery method
* Demonstrable ability to work with a consistently high standard of attention to detail and experience of using own initiative to ensure deadlines are met in a timely way
* Flexibility and ability to work outside of standard office hours
* Comfortable working and adapting creatively in a changing environment (influenced by external regulatory and policy factors).
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential**

* Educated to degree level or equivalent experience

**Desirable**

* Teaching qualification

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!