Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Widening Participation Coordinator

Department/Division: Recruitment & Admissions – Academic Registrar's Division (ARD)

Accountable to: Senior Widening Participation Officer

LSE is one of the world's leading institutions for the study of the social sciences. With 18 Nobel Prize winners, 37 past or present heads of state and ranking among the top 50 universities in the world (QS 2024), we are a truly international university at the forefront of global policy debate.

The LSE2030 strategy commits LSE to Educate for Global Impact. This means developing lifelong, research-rich learning opportunities for students from all backgrounds. By creating a sense of belonging, LSE is equipping its students with the skills, knowledge and confidence to be critical investigators, confident entrepreneurs and culturally aware agents of change.

The Academic Registrar's Division (ARD) plays a vital role in supporting the School strategy. ARD's purpose is to provide high quality support, guidance and administrative services to prospective students, applicants, current students, staff and other stakeholders. Through the campaigns and activities delivered by the Recruitment and Admissions team we aim to inspire, support and attract a diverse range of students, providing them with an outstanding applicant experience that is fair, transparent and efficient.

The Recruitment and Admissions team takes lead responsibility for achieving the School's student recruitment targets. It comprises 5 teams:

1. Admissions
2. Financial Support Office
3. Student Marketing
4. Student Recruitment & Study Abroad
5. Widening Participation

These teams work together to attract the number and quality of students the School needs, and to ensure that applicants are provided with an excellent experience on their journey to LSE. This work makes a vital contribution to the School's ambition being the world's leading social science institution with the greatest global impact.

Background
The WP team comprises 16 staff members and delivers a wide range of outreach and widening access initiatives with school/college pupils, their parents/carers and teachers/advisers. The School remains committed to its founding principles and continues to widen access to and participation in Higher Education in general, and to LSE specifically. The WP team plays a significant role in widening

access to LSE for UK undergraduate students from under-represented groups and supports the attainment, progression and understanding of Higher Education of hundreds of young people each year.

The WP team's work directly contributes to the School's strategy, LSE2030, and supports our goals for advancing equity, diversity and inclusion. The WP team works with colleagues across the School to meet the ambitious commitments in our Access and Participation Plan (APP).

The post-holder is responsible for delivering pre-entry outreach and access programmes, events, and activities for the Widening Participation (WP) team. These initiatives aim to support young people from groups currently underrepresented in higher education and assist the university in achieving its School-wide strategic objectives and targets as outlined in the Access and Participation Plan (APP).

Primary responsibilities

1. Develop and deliver excellent in-person and virtual Widening Participation activities, both on and off campus
2. Proactively contribute to the achievement of targets in the School's Access and Participation Plan (APP)
3. Take an intelligence-led approach to Widening Participation event planning and activity evaluation, identifying the need for further research when necessary
4. Supervise temporary, hourly paid, and student staff involved in the delivery of WP programmes
5. Build effective relationships with key colleagues and teams across Recruitment and Admissions, the wider Division and the School to effectively deliver WP programmes
6. Fully leverage the School's digital platforms, maximising the use of the CRM (Salesforce) in the planning, delivery and evaluation of activities
7. Support data collection and analysis processes to track programme outcomes and contribute to programme reports.

Further duties and responsibilities

Service delivery
- Demonstrate an innovative and proactive approach to on-campus, off-campus and virtual WP programmes and activities
- Ensure that all WP programme delivery aligns with School policies and legislation including data protection, health and safety and safeguarding
- Write and edit risk assessments for WP activities, as necessary, before delivery
- Supervise and develop with student staff to deliver impactful WP programmes
- Contribute to programme and team-wide budget management, ensuring effective allocation of resources
- Work with colleagues across Recruitment and Admissions to ensure activities, practices and tools are aligned and mutually supportive

Initiative and Problem Solving
- Proactively engage with initiatives across Recruitment and Admissions and ARD, providing ideas that add value to the wider team
- Identify and solve day-to-day issues that arise in the planning and delivery of WP activities

Communication
- Communicate effectively with schools/colleges and partner organisations, enhancing and growing these relationships to support WP objectives
- Prepare and deliver presentations and activities to a range of audiences at in-person and virtual Widening Participation activities
- Communicate promptly, accurately, warmly and effectively with students and their representatives
- Ensure that activity reports are communicated efficiently and in a timely manner

Liaison and networking
- Work proactively with external bodies, partner organisations and alumni to successfully contribute to the achievement of targets in the School's Access and Participation Plan
- Collaborate with internal stakeholders at a range of levels to support the delivery and enhancement of WP activities
- Keep abreast of sector-wide development and best practice in pre-entry outreach and widening access work

Planning and organising resources
- Any other duties that support the objectives of the Division and the School as requested by the Head or Deputy Heads of Widening Participation.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate. The postholder will be required to work out of hours and during weekends on occasion.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code.

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy. This includes implementing practices that will minimise the carbon footprint of the team's activities.