



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: Head of Widening Participation (WP)

Department/Division: Academic Registrar's Division (ARD)

Accountable to: Director of Recruitment and Admissions (DoRA)

Background:

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:

- Admissions
- Financial Support Office
- Student Marketing
- Student Recruitment & Study Abroad
- 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 15 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 overseeing LSE's portfolio of WP programmes and for developing and managing the WP strategy to meet our widening access commitments and target. The role also contributes to the development of a 'whole student lifecycle' approach to the enrolment, support and progression of students from under-represented groups.



Primary responsibilities:

Widening Participation (WP) team leadership

1. Develop and implement WP team activity plans that align with the School's objectives, especially for EDI and for LSE2030: Educate for Global Impact, and regulatory requirements, such as the Access and Participation Plan and TEF.
2. Develop and enhance systems and processes to deliver operational resilience and efficiencies in the WP team, particularly through the use of Salesforce.
3. Manage and optimise the WP team budget, undertaking financial planning, monitoring and reporting to ensure that budgets are utilised effectively and transparently.
4. Ensure effective internal and external communication of activity, working with colleagues in Student Marketing and the Communications Division.
5. Ensure effective monitoring, evaluation and reporting of activity, working with colleagues specialising in education evaluation across the School.
6. Maintain effective partnerships and collaborations with schools, colleges, other HE institutions and external groups such as third sector organisations and the Russell Group.
7. Embed a high-performance culture in the WP team, supporting and motivating the team and creating a results-oriented approach in which staff are comfortable setting and working to KPIs.
8. Provide leadership to ensure that activities within WP work in synergy with other teams in Recruitment and Admissions whilst also supporting divisional objectives.
9. Contribute to the strategic direction of Recruitment and Admissions at LSE as a member of the Recruitment and Admissions Leadership Team. Represent the School and the Director of Recruitment and Admissions in external and internal meetings and networks as appropriate.
10. Implement structures and practices which foster effective relationships with academic departments and professional services colleagues, particularly those within Equality, Diversity and Inclusion Division, Planning Division and the Student Learning and Personal Development Division.
11. Provide expert participation on School committees, including the Safeguarding and Harassment Forum, the Student Community, Inclusion and Wellbeing Programme Board, Student Experience Sub-Committee and EDI working groups.
12. Ensure ongoing compliance with relevant regulations and legislation such as data protection, health and safety and safeguarding, including acting as Designated Safeguarding Lead (DSL).
13. Any other duties that support the objectives of the division and the School as requested by the Director of Recruitment and Admissions.

Access and Participation Plan (APP) leadership

1. Provide strategic leadership for the APP, on behalf of the Vice President and Pro-Vice Chancellor (Education) to ensure it is strategically aligned with LSE2030
2. Ensure compliance with OfS Conditions of Registration A1 and completion of internal monitoring reporting and governance relating to the APP, including Audit Committee and Council.
3. Co-ordinate work required to meet all OfS requirements linked to access and participation, including collating information on operational plans / progress towards APP targets and data for APP returns such as the annual finance return and annual fee information submission.
4. Support the Education Evaluation Manager and Planning Division colleagues to ensure effective monitoring and evaluation of activity is undertaken and shared.
5. Develop and deliver an APP internal and external communication and engagement plan, working with the Communications Division.
6. Promptly resolve APP-related issues where they arise, working with colleagues to address areas where progress is not as expected/commitments are at risk of not being met, including the Director of Recruitment and Admissions, Head of Education Strategic Change, VP and PVC (Education) and Associate VP and PVC (Education) as necessary.
7. Keep up-to-date with the policy developments, regulatory changes and research relating to access and participation. Prepare and share relevant information with stakeholders



Further duties and responsibilities

Communication:

- Report and provide advice to senior stakeholders including the Director of Recruitment and Admissions, Academic Registrar, Vice Presidents and Pro-Vice-Chancellors on widening participation and policy matters
- Prepare papers on policy matters, strategic proposals and the impact of widening participation activities for senior management and relevant School committees.
- Communicate HE, School and Division-wide developments to the Widening Participation team on an ongoing basis.
- Ensure that the School's widening participation activity is publicised and understood by key internal and external stakeholders

Teamwork and motivation:

- Effectively leverage the School's existing performance review and appraisal mechanisms as a framework for staff development, enhancing performance and embedding accountability.
- Ensure that staff are working to a clear and common set of goals which are aligned with those of the wider team and divisional objectives.
- Utilise the School's recognition and reward mechanisms to ensure both the work of the team and outstanding individual contributions are acknowledged.
- Build and enhance staff engagement across Recruitment and Admissions and ARD.

Liaison and networking:

- Keep abreast of developments across the sector with relevance to widening participation and ensure that the implications for LSE are conveyed to stakeholders.
- Work with external bodies, such as schools, colleges, the Office for Students, UCAS, other HE institutions and others including third-sector organisations and the Russell Group, to successfully pursue the School's widening participation strategies
- Build effective relationships with other key stakeholders across the School to align activities and identify interdependencies. This includes academic departments and key stakeholders in professional services including LSE Careers, Finance Division, Communications Division, LSE Students' Union, Planning Division, Philanthropy and Global Engagement and the Student Learning and Personal Development Division.

Service Delivery:

- Oversee the delivery of all widening participation activity, adopting an innovative and strategic approach to the School's programme and events
- Contribute to the preparation, development and monitoring of relevant external and regulatory requirements
- To manage the Widening Participation team's collaboration with external partners and contribution to collaborative initiatives internally
- Ensure operational effectiveness that complies with School's internal controls and policies, including procurement, event health and safety, safeguarding, and data protection.
- To act as the WP team's lead for safeguarding, including being responsible for local procedures, acting as a Designated Safeguarding Lead and contributing to School-wide safeguarding groups and activities.
- Provide expert advice to internal stakeholders on all issues relating to widening participation

Planning and organising resources:

- Develop, communicate and deliver Widening Participation team activity plans setting out the activities the School will undertake
- Ensure financial compliance with external funding regulations, eg relating to OfS requirements and/or donor agreements.
- Proactively contribute to the School planning process through engagement with academic departments and colleagues in Planning Division.



Investigation, analysis and research:

- Manage research into trends in widening participation, making use of external data sources and/or commissioning external research where relevant.
- Improve the impact and efficacy of LSE's widening participation activity through delivering improvements to respond to feedback and that respond to key issues identified.
- Ensure robust evaluation activity, data collection and analysis is undertaken to review the performance widening participation activity and to ensure current and future activities are appropriately targeted and delivered.
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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 School's student recruitment activities.