



## 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 Officer

**Division:** Widening Participation - Academic Registrar's Division

**Accountable to:** Deputy Head of Widening Participation

Working closely with both the Head and the Deputy Head of Widening Participation in the management of projects and staff within the Team, the Widening Participation Officer has a wide range of responsibilities. This necessitates a flexible approach with occasional activity being delivered in the evenings and at weekends as required.

### Job Summary:

- To contribute to the development and implementation of the School's Widening Participation strategy, as outlined in the LSE Access Agreement
- To manage and deliver outreach projects designed to raise the aspirations and attainment of children and young people and to widen access to LSE
- To establish and develop effective working relationships with partner schools, colleges and external funders through a range of projects and activities that support target learners through their education journey
- To line manage up to three Widening Participation Co-ordinators
- To line manage staff delivery of outreach projects
- To collect and analyse data on the profiles of participants of LSE's WP activities and take appropriate measures to ensure that targeting of resources is strategic and effective
- To liaise with colleagues including UG Admissions to track and monitor the progress of participants of LSE's WP activities in order to report on the effectiveness of the programme

### Duties/Responsibilities

#### Knowledge and experience

- Knowledge of national WP initiatives, activities and trends
- Experience of project management and delivery of complex activities
- Knowledge of child protection, equality and diversity issues

#### Communication

- To report (orally and in writing) to the Deputy Head of Widening Participation on the operation and strategic value of widening participation activities and events delivered by the WP team
- To write copy for Widening Participation materials, including the website and WP Brochure
- To prepare papers on WP for LSE committees and advisory groups
- To prepare and deliver presentations and activities about Higher Education and about the School to a range of audiences, at on-campus events and at school and college visits
- To advise potential HE applicants and their representatives (both orally and in writing) about access to HE
- To communicate to colleagues and team members regarding policy and operational issues that



will impact upon the workings of the Office

### **Teamwork and Motivation**

- To be line manager to three Widening Participation staff members including responsibility for recruitment and selection to these posts
- To motivate staff when overseeing the day-to-day operations of the office
- To attend and advise at team meetings, ensuring co-ordination of key functions across the WP team and beyond

### **Liaison and Networking**

- To act as the School's representative at external fora and report on wider policy issues to the Head and Deputy Head of Widening Participation
- To liaise with funding bodies
- To liaise with schools, 6<sup>th</sup> forms and FE colleges and local authority representatives, including establishing and developing new relationships
- To liaise with the Student Marketing and Recruitment Office over policy and operational issues
- To liaise with the Admissions Offices, LSE Advancement, the Conferences Office and academic departments to ensure the smooth running of all WP events and initiatives
- To liaise with funders of WP projects, including the Sutton Trust

### **Service Delivery**

- To oversee staff development and management, in conjunction with the Deputy Head of Widening Participation, ensuring service standards and strategic aims are met
- To be responsible for the delivery of WP activities following relevant policy and procedures in doing so e.g. maintaining appropriate records and sharing information when appropriate

### **Planning and Organisation**

- To oversee the management of staff activities in line with internal and external deadlines, targets and related budgets
- To set and manage performance goals for the WP staff through regular one-to-ones, and annual career development review (CDR) processes, with reference to the School's Strategy 2020.
- To manage budgets for the projects for which the post-holder is responsible and those which staff they line manage oversee
- To ensure child protection compliance for programmes, including signatory for Disclosure and Barring (DBS) checks
- To be responsible for the risk assessment of relevant WP projects before delivery
- To co-ordinate and manage the annual updating and production of WP programme materials

### **Initiative and Problem Solving**

- To handle complex problems and queries from potential students and applicants from under-represented groups regarding their admission to the School
- To proactively identify and anticipate the impact of changes in the Widening Participation arena on the School's WP initiatives
- To identify and resolve issues which arise in the planning and implementation of WP activities (e.g. room allocation problems, staff absences, transport failures, etc.)

### **Investigation, Analysis and Research**

- To collect and analyse data on the profiles of participants of LSE's WP activities
- To undertake research into trends in WP, making use of external data such as that compiled by the Sutton Trust, HEFCE, UCAS etc.



- To liaise with colleagues including UG Admissions to track and monitor the progress of participants in LSE's WP activities in order to fully report on the effectiveness of the programme

#### **Coaching, development & instruction**

- To be responsible for the recruitment, induction and training of new WP staff
- To carry out regular one-to-ones and appraisals with WP staff, ensuring appropriate development
- To be responsible for the training and coaching of student ambassadors, mentors, tutors, academic and student support staff, in conjunction with WP Co-ordinators and the designing of relevant training materials
- To appraise the training needs of staff, in conjunction with the Head and Deputy Head of Widening Participation, in line with overall strategic and operational aims

#### **Flexibility**

- To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above
- The post holder will be required to travel and work some weekends and evenings, under the direction of the Deputy Head of Widening Participation, Head of Widening Participation and/or the Director of Recruitment and Admissions, in order to deliver the programmes effectively

#### **Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

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#### **Equality and Diversity**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

#### **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.