



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: Widening Participation – Academic Registrar’s Division
Accountable to: Widening Participation Officer

Job Summary

The Widening Participation Coordinator plays an important role in the Widening Participation (WP) Team by:

- Supporting the work of the WP Team by delivering WP programmes and activities to children and young people and providing project management within the Team
- Training and supervising academic and student staff involved with the projects
- Liaising with internal colleagues to support delivery of activities, as well as communicating effectively with teachers/advisers, parents/carers and participants

Key tasks associated with this role include (but are not limited to)

- Day to day coordination and delivery of activities for allocated WP programmes
- Monitoring, evaluating and reporting on WP programmes, including statistical information
- Recruitment and training of students working on allocated WP programmes
- Provision of advice and guidance to prospective HE students
- Delivery of presentations and talks where necessary

Duties and Responsibilities

Communication

- To provide (by phone, written correspondence and in person) enquirers with expert advice on progression routes into HE, the structure of LSE degrees and all aspects of the admissions process.
- To write copy for a range of WP team materials and resources
- To report (orally and in writing) to the WP Officer and other colleagues on the progress of allocated WP programmes
- To prepare end of project evaluations and reports, including statistical information
- To prepare and deliver presentations and activities about higher education and about LSE to a range of audiences, at on-campus events, at school and college visits and at higher education fairs

Teamwork and motivation

- To liaise with team members to meet target objectives set by the WP Officer
- When necessary, attend/stand in for other meetings or working groups within the ARD and report back to the team as appropriate
- Responsibility for training and induction of academic and student staff



- To contribute to team meetings and learning and development sessions

Liaison and networking

- To liaise and build relationships with schools and colleges involved with WP programmes
- To stand in as the School's representative at external fora such as Higher Education fairs and Access HE working groups.
- To liaise with internal colleagues such as Human Resources, Payroll, Catering and the Conferences Office to ensure smooth delivery of WP events
- To deliver a high-level of service to stakeholders within and outside LSE

Service delivery

- To establish the needs of schools on the WP projects and to adjust the project where necessary
- To deliver high-quality activities and projects in line with internal procedures and School-wide policies
- To ensure that customer service standards are met on the phone, in writing and in person
- To complete and verify DBS (Disclosure and Barring Service) applications for student staff in a timely manner and pass on for signing to the counter signatories within the team.

Planning and organising resources

- To plan, prioritise and organise personal and project tasks and schedules, meeting both internal and external deadlines.
- To plan and deliver agreed WP programmes according to the needs and strategic aims of the School in line with internal and external deadlines, targets and related budgets overseen by and with reference to the WP Officer.
- Appraisal of training needs of academic and student staff, in conjunction with the WP Officer
- Updating WP programme materials on an annual basis as needed

Initiative and problem solving

- to identify and resolve day-to-day issues which arise in the planning and delivery of WP projects (e.g. room allocation problems)
- to recognise when a problem should be referred to others
- To identify potential standard problems before they occur
- To contribute to the risk assessment of relevant WP programmes before delivery

Investigation, analysis and research

- To collect, analyse and report on data on the profiles of participants of LSE's WP programmes, with support from the WP Data and Policy Analyst
- To investigate feedback from project participants, and other key stakeholders such as school/college staff, parents/carers and provide suggestions for improving future delivery and content.
- To maintain accurate tracking information of school/college students who participate in WP programmes

Coaching, development & instruction

- Responsibility for training and induction of academic and student staff
- To provide guidance to other team members when they are assisting with allocated WP programmes
- To keep up-to-date with new developments in internal and external processes and to share knowledge/expertise whenever needed

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 post holder will be required to travel and work some weekends and evenings, under the direction of the Deputy Heads or Head of Widening Participation and/or the Director of Recruitment and Admissions, in order to deliver allocated WP programmes effectively.

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. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

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.