

Job Description

**Go Higher West Yorkshire (Uni Connect) Outreach Officer
(Partner Based)**

Directorate of Outreach, Recruitment and Marketing

Outreach and Recruitment



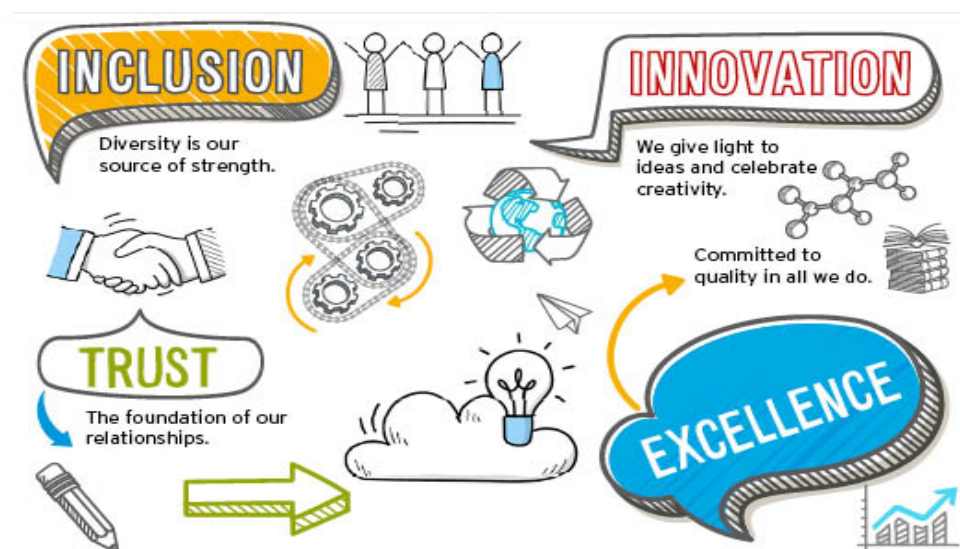
Brief summary of the role

Role title:	Go Higher West Yorkshire (Uni Connect) Outreach Officer (Partner Based)
Grade:	6 – Fixed term to July 2027
Faculty or Directorate:	DORM
Service or Department:	Outreach and Recruitment
Location:	City Campus with 2 days spent in local schools
Reports to:	Caroline Priestley – Senior Recruitment and Outreach Officer
Responsible for:	
Work pattern:	Part time - 0.8 of 36.25 hours per week

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	Educated to degree level or equivalent experience
Desirable	

Experience, skills, and knowledge

Essential	• Ability to achieve results through liaison, collaboration and negotiation with individuals and agencies. • Ability to develop, manage, monitor and evaluate events, activities and associated budgets successfully with excellent organisational and administrative skills. • Strong team-working skills, including experience of working in teams both internal and external to the organisation. • Excellent written and communication skills, including confident presentation skills and the ability to work with a wide variety of audiences, for example young people, community members, teachers and advisors, senior managers. • Experience of working with young people
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	• Excellent organisational communication and interpersonal skills • Successful event management experience including with the target group • Evidence of success in project management and administration. Ability to solve problems and plan ahead
Desirable	• Experience of working in a community setting. Detailed knowledge of processes and procedures of HE entry and progression routes

Main Duties and Responsibilities

As GHWY Uni Connect Outreach Officer you will deliver the objectives of the Uni Connect Outreach Programme by:

1. We require a confident and responsible individual to champion and ensure the success of the Office for Students (OfS) funded Go Higher West Yorkshire Uni Connect project in the University of Bradford.
2. You will work with colleagues from within the University of Bradford and across the Go Higher West Yorkshire partnership to ensure the successful delivery of the project. This will include working within the university to arrange and manage events and activities to raise attainment and aspirations, and – most importantly – support the application and transition of pupils into Higher Education. These events may take place at the University of Bradford, at a partner institution, at schools/colleges or in community locations across West Yorkshire and involve young people aged 13 to 19 and their key influencers (parents, carers, and community, teachers, advisors or other professionals). You will also work within the University of Bradford to support signposting of schools/colleges to existing outreach activity.
3. Being the principal contact and champion for the project within your institution, engaging academic and other staff in Go Higher West Yorkshire Uni Connect activities and fully supporting the Partner Agreement.
4. Arranging, delivering and project managing one-off events, presentations, workshops or longer schemes of activity, to support engagement and progression of participants. These may take place at your institution, at a partner institution, school/college, employer or community location. This will include both direct delivery and making necessary arrangements for delivery by others (for example academics or student ambassadors).
5. Maintaining and updating management information and data as required for your institution, for Go Higher West Yorkshire and Office for Students evaluation and review.
6. You will help ensure the effective involvement of key stakeholders in the project and work within the wider team to set, progress and meet Programme targets and objectives. You will bring your knowledge and experience of working with key influencers and in communities and of higher education, to develop innovative and effective activity to help meet project targets. There will be the requirement to attend Go Higher West Yorkshire meetings as necessary as representative of your institution, and to support the work of the central Go Higher West Yorkshire Uni Connect team
7. Developing and monitoring appropriate activity to ensure satisfactory progression of the project against agreed targets including preparing action plans and progress reports as required.
8. Maintaining excellent contact with Go Higher West Yorkshire project staff (based in the GHWY central team, at partner institutions or school/colleges) and other partners (e.g. LEP, community organisations, employers) to progress collaboratively delivered activity, including providing reports and updates as required.

9. Representing your institution and/or Go Higher West Yorkshire Uni Connect as appropriate at internal and external meetings and events.
10. Monitoring project expenditure and other resources allocated to your institution working alongside the manager accountable for the funding.
11. Effectively communicate with all stakeholders, Go Higher West Yorkshire staff and other delivery partners to ensure the success of the project and support the participants into Higher Education.
12. Ensuring appropriate Health and Safety and safeguarding procedures are followed at all times.
13. The role is extremely varied and requires applicants to work on a flexible basis, including occasional evenings and weekends as required and travel to locations across West Yorkshire.
14. This post will be subject to an enhanced DBS check.
15. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)

The list above is by no means comprehensive and is designed to give you an idea of the wide-ranging tasks you may be asked to undertake.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

