

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

DANCOP In-Reach Officer (Fixed term contract until July 2022 with possibility to extend for further 2 years)

Department: Communications, Marketing & Learner Engagement

Ref: VBSS21.105

1. The Appointment

This is a great opportunity for a dynamic, professional individual to join a forward-thinking college to develop and delivery widening participation activities, across a range of courses and across all disciplines, including A-Levels, adult and vocational curriculum at Levels 2 and 3.

ABOUT THE ROLE

This opportunity has arisen as part of the OfS (Office for Students) funded Uni Connect Programme and we now require an enthusiastic and motivated individual to join the DANCOP (Derbyshire and Nottinghamshire Collaborative Outreach Programme) project team based at the College.

Uni Connect aims to identify and address issues around progression into Higher Education. In particular, it seeks to undertake outreach activity in specific local areas where HE participation is low overall and lower than expected given GCSE attainment levels.

The In-Reach Officer role is to plan, co-ordinate and deliver workshops and sessions to encourage current level two, level three, access and adult students to progress onto Higher Education. You will be experienced in designing educational programmes of activity; ideally focussed around raising aspirations to Higher Education. You will be required to work closely with the central DANCOP team and college staff and partners to ensure targeted provision is relevant and successfully delivered, monitored and evaluated.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations and Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) Work with the Lead Project Officer and the other consortium partners to design and oversee relevant programmes of activity in-line with the NCOP agenda.
- b) Use professional judgement to develop and maintain strong relationships with Curriculum's Assistant Principals and Heads, to deliver widening access in-reach activity as part of the DANCOP programme.
- c) Facilitate the engagement of Curriculum teams with DANCOP activities and services, seeking to ensure that DANCOP resources are applied equitably and as part of a cohesive package.

- d) Deliver and/or facilitate the delivery of DANCOP in-reach activities and services. Work with curriculum to identify students who would benefit from regular student interventions – both on a one to one and group basis.
- e) Work with college Assistant Principals, Heads, curriculum teams and the Widening Participation Teams of partner universities to facilitate uptake of programmes of activity.
- f) Act as a point of contact for education providers and third-party deliverers in the College; dealing with enquiries and solving problems as required.
- g) Ensure that DANCOP activity is recorded accurately on the East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP) database and/or as agreed, working within data protection requirements. Gain a sound working knowledge of the (EMWPREP) database, acting as the EMWPREP contact for education providers in your designated area(s).
- h) Ensure all relevant paperwork and reporting is kept up to date, delegating work where appropriate.
- i) Work in collaboration with the Central DANCOP teams and other DANCOP college teams to support and ensure delivery is in-line with the DANCOP project plans.
- j) Keep up to date with the national widening participation and NCOP agendas, implementing developments as appropriate.
- k) Represent the DANCOP network externally where appropriate and disseminate information to other stakeholders as necessary.
- l) Develop and manage excellent working relationships with DANCOP stakeholders across Derbyshire and Nottinghamshire, which will involve travelling independently.
- m) Manage and update social media where appropriate in-line with DANCOP procedures.
- n) To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning across the college.
- o) Adhere to strict GDPR policies to meet both college and University of Derby requirements
- p) Working with and towards Gatsby Benchmarks and DANCOP Framework activities.
- q) Work closely with the Careers team to ensure that a succinct offer of activity is in place.
- r) To complete documentation, appropriate records of learner performance, report writing, input to monitoring logs and any other administration associated with role and responsibilities.
- s) Other responsibilities commensurate to the level of the role.

2.2 Other Responsibilities

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.

- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college and DANCOP.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
A degree level qualification	✓	
Maths to at least level 2	✓	
English to at least level 2	✓	
IT qualifications to level 2		✓
A relevant IAG qualification		✓
Experience		
Recent experience of developing and delivering activities and resources to support the progression of young people and adult learners in education	✓	
Recent experience of event management, particularly in the context of activities for young people, predominantly year 10/14+ onwards	✓	
Recent experience of working with school or college staff to achieve shared goals	✓	
Recent experience of working collaboratively with a range of stakeholders including external partners	✓	
Recent experience of evaluating activities and appropriately revising work practices	✓	
Experience of working with third party providers of educational enrichment programmes		✓
Skills /Knowledge		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance	✓	
Knowledge and understanding of higher education; in particular widening participation policy, practice and funding issues	✓	
Up-to-date knowledge of the education sector, especially pre-and post-16 secondary education	✓	
Excellent interpersonal and communications skills and an ability to deal with a wide range of stakeholders and people at all levels of an organisation	✓	

	Essential	Desirable
Excellent written and report writing skills	✓	
Ability to work well in a team environment as well as independently	✓	
Proficiency in standard MS Office packages, including using databases	✓	
Knowledge of safeguarding policy and processes in relation to arranging activities for young people	✓	
An ability to work creatively and to interact positively with young people	✓	
Ability to travel	✓	
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others' Health and Safety at work	✓	
Ability to get on with and respect people of all ages	✓	
Well organised	✓	
Ability to articulate clearly and objectively	✓	

4. Position within the College

The post-holder will be part of the Student Services Team and will report to the Lead DANCOP Project Officer

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services, fixed term contract.
- b) The salary will be £22,304 per annum. This role is a spot salary.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You will be entitled to 25 days leave, plus bank holidays and up to 4 concessionary days.
- e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Tuesday 1st March 2022**.

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £46.50.

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.