

## **JOB DESCRIPTION**

**Title of the post:** Uni Connect Programme Outreach Officer  
[Fixed Term, Full Time]

**Department:** Marketing and Communications

**Reporting to:** Uni Connect Programme Hub Manager

### **The University Background**

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses, which include a year-long industrial placement. Undergraduate and postgraduate degrees and apprenticeships are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land, the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

### **Academic Provision**

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Applied Life Sciences, Animal Science and Health, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology transfer activities supported by strong industry links and partnerships with companies including Saputo Dairy UK (formerly Dairy Crest), CLAAS and Ice Robotics.

Current high-profile projects include the Hands Free Farm – following on from the world-first Hands Free Hectare autonomous farming success; controlled traffic farming and development of laser weeding.

## **Recognition**

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

The University has been the highest performing modern university in The Times and Sunday Times Good University Guide for the last five years.

In the QS World Rankings for Agriculture and Forestry published in March 2020, Harper Adams was ranked, for the third time, as first in the UK for academic reputation and second in the world for its reputation with employers.

In the 2020 Whatuni? Student Choice Awards, based on student reviews, Harper Adams won the best job prospects category for a fifth year running.

The University is one of the UK's Top 10 for student satisfaction, based on the results of the National Student Survey, and number 1 for graduate employment based on the 2020 Graduate Outcomes survey.

## **Facilities**

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large, covered soil working area and a number of sustainable technology installations. New facilities opened since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. A Veterinary Education Centre is due to open in 2021, in support of existing programmes and the new Harper & Keele Veterinary School. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust.

The University also provides a range of training and professional development opportunities via its staff development programme.

## **Catering and Sports Facilities**

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool, bowling green and tennis courts that are available for staff use during the summer period. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

## **Main Duties and Responsibilities**

As part of the Office for Students-funded Uni Connect Programme, the role will be responsible for the delivery and organisation of aspiration raising outreach activities and events to a target list of secondary schools and colleges throughout Staffordshire, Shropshire and Cheshire. With direction from the Hub Manager and the central team at Keele University, the Uni Connect Programme Outreach Officer will contribute to collaborative outreach activity in conjunction with partner universities, the collection of participant data and evaluation, and the management of small to medium sized budgets. Managing competing workloads and working to deadlines, the Outreach Officer will be expected to make meaningful contributions to targets set by the Hub Manager, the central team, and the Office for Students.

The Uni Connect programme is currently running until 31<sup>st</sup> July 2023 and so this will be a fixed term post until this date, with the potential for an extension.

## **Work Processes and results**

- A portfolio of duties set by the Hub Manager which may include:
  - Responsibility for management of large-scale events such as school visits on campus
  - Responsibility for managing relationships with local FE Colleges and schools
  - Management of widening participation and outreach activities with clear targets and deliverables
  - To encourage the transition from key stage 4 to key stage 5 and on to higher education
  - To develop and deliver raising aspiration and curriculum support activities in a classroom environment
  - To lead on projects with a specific focus on underrepresented cohorts e.g. white working class boys
  - To offer impartial information, advice and guidance on different progression routes to all key stages
  - Some virtual delivery, however delivery will largely be in-person on- and off-campus
- To be responsible for the account management of a number of secondary schools and colleges
- To organise and deliver activities for account managed schools and colleges
- To be responsible for the co-ordination of data collection and simple reporting for the hub manager
- To contribute to the development of subject specific and aspiration raising outreach activities with direction from the Hub Manager and central team
- To lead specialised projects delivered via the Higher Horizons+ network
- To deliver outreach sessions across university campuses and in schools
- To have responsibility for medium sized budgets, ensuring the impact of spend is maximised
- A demonstrable willingness and ability to travel, and work evenings and/or weekends where appropriate and when required.
- To record and report on activities as appropriate
- To effectively gather participant information in order to allow the monitoring and evaluation of events/activities

## **Team Work**

- To work with partner universities across the region on project deliverables
- To attend cross-Network operational meetings where appropriate

## **Communication / Documentation**

- Communicate effectively across a wide range of audiences.
- Liaise, establish and maintain positive links with external agencies and providers.
- To build and maintain positive relationships with account managed schools
- To market and promote activity to account managed schools and colleges
- To represent both Harper Adams and Higher Horizons+ network at external meetings in relation to the Uni Connect scheme

## Supervision / Staffing

- To supervise student casual workers employed through the project at outreach events and activities.

## Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the University's environmental policy and procedures and seek to promote environmental sustainability within area of responsibility.

If you wish to have an informal discussion about the role, please contact Elizabeth Whalley on [ewhalley@harper-adams.ac.uk](mailto:ewhalley@harper-adams.ac.uk)

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.*

## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Degree or equivalent	Evidence of continuing professional development
Experience	Project management experience.  Experience of supervising staff or student ambassadors.  Experience of working with schools and colleges.  Experience of working on widening participation and outreach projects.	Experience of project monitoring and evaluation  Experience of delivering marketing and communications including use of social media.  Experience of working with adult learners.
Knowledge/Skills	Good oral, written and cross-cultural communication skills including presentation skills.  Project management skills and ability to deliver on target, on budget and to deadline.  Problem solving skills.  Able to build and maintain effective working relationships at all levels.  Excellent use of Microsoft packages	
Personal Qualities	Willingness to travel and make overnight stays as required.	

	<p>Full UK driving licence</p> <p>Willingness to work occasional evenings and weekends as required.</p>	
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**Conditions of Service**

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

- Salary**                    The commencing salary will be within the range £25,642 to £27,929 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28<sup>th</sup> day of the month.
- Contract Term**            This is a full time, fixed-term appointment up until July 2023. The employment may be terminated during the course of the contract by either party giving one months’ notice.
- Hours of Work**            The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.
- Holidays**                    The annual holiday entitlement is of 22 working days, plus 8 University closure days and Bank Holidays. Annual holiday entitlement rises to 25 working days with 5 years’ service. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.
- Sick Leave**                During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
- Pension**                    The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.
- Exclusivity of Service**    You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.
- Criminal Convictions**    The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Criminal Records Bureau check before an appointment can be made.

## **References**

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer.

## **Application Procedure:**

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

**To be submitted no later than midnight on 5<sup>th</sup> October 2022.**