

Job Title: Collaborative Outreach Officer

Grade: 6

Salary: £32,546 to £37,174 per annum, pro-rata if part-time

Department: Future Students Office

Hours/Contract: Full-time or job share, fixed term contract till 31 October 2026

Job Family: Management and Administration

Reference: 11865

Role Purpose

Working within the Pathways Uni Connect team at the University of Leicester, The Collaborative Outreach Officer will strategically work with Pathways' partner Universities (Loughborough University, De Montfort University, and the University of Leicester) to plan and deliver on outreach projects across Leicester, Leicestershire, and Rutland aimed at learners who are underrepresented in Higher Education (HE).

The post-holder will plan and deliver on a number of outreach projects, including (but not limited to): monitor relevant budgets, engage new school and community relationships, work closely with the Pathways Evaluation manager to evaluate the programme and understand its impact, and deliver presentations and activities.

The post-holder will plan, coordinate, and deliver the projects to a range of audiences including young people, parents and carers or teams working to support young people in other organisations, as well as collect and report information to senior management and relevant governance groups.

This role will also manage and deliver the Evolve: Your Skills for Success programme to KS3 learners across Leicester, Leicestershire, and Rutland on behalf and in collaboration with all HEI partners. The Evolve project aims to tackle non-academic barriers to learning for Year 7, 8, and 9 Widening Participation (WP) learners. The programme equips learners with the necessary skills and strategies to further engage and succeed in their learning across the curriculum throughout KS3 and into their KS4 exams, with the intentions that this will support their transition into HE in the future.

Main Duties and Responsibilities

Delivering on wider collaborative outreach projects:

- Organise and deliver on a variety of outreach projects in collaboration with the University partners.
- In mapping and planning various outreach projects, the post holder will ensure alignment to the OfS latest guidance, and commit to making demonstrable contributions to the collaborating institutions' Access and Participation Plans (APP).
- Monitor and identify timescales and ensure plans are implemented, flagging any potential issues to Pathways management team to be shared across the University Partnership Education board as, and when appropriate.





- Represent the Pathways Programme at meetings with partners and stakeholders to outline project plans and obtain key information to be shared with wider teams. This will require attending meetings outside of core hours.

Finance, projects and evaluation

- Monitor and evaluate all collaborative outreach projects, with guidance from the Pathways Evaluation Manager, and ensure successful and timely achievement of key objectives.
- Effectively communicate progress through appropriate channels, through regular and ad hoc reports relating to activity and developments of projects.
- Research, analyse and consider information and make changes based on evidence to enhance projects.
- Ensure compliance with corporate policies and relevant legislation.
- Work with the Pathways Evaluation Manager to develop and maintain robust systems for the evaluation of all projects. Highlight significant developments and concerns to the Pathways Project Manager, the wider team and via governance, as and when appropriate.
- Monitor programme of activity, by collecting evaluation and participant data and entering these into our databases.
- Provide accurate and timely reports on all aspects of the current projects as required by the Universities Partnership group, the Pathways Project Manager, or the Uni Connect Pathways Steering Board.

Additional responsibilities:

- Travel across the region will be required as part of this role on a regular basis during the working week.
- Have a valid satisfactory enhanced DBS check
- Perform any other duties commensurate with the job grade as reasonably required from time to time.
- In addition here– whichever relevant EDI information required by hiring university.

Internal and External Relationships

Relationship Management Internally

- Build and develop working relationships with each University outreach and recruitment teams and ensure positive working relationships across the partnership at both Strategic and Operational levels.





- Attend regular partnership meetings e.g. Education Theme Group for the University Partnership and feedback to strategic leads on progress of activity and projects.

Relationship Management Externally

- Act as the key point of contact for the Evolve programme and lay foundations for regular meetings for all delivery staff at partner institutions involved in Evolve, providing information, encouraging a community of sharing best practise, and managing an online 'Evolve hub' where all centralised resources will be based.
- Build and develop working relationships with identified outreach partners delivering on collaborative projects
- Work across the Leicester, Leicestershire and Rutland area facilitating contact between existing and potential new school and community partners who will be in receipt of outreach projects born out of the Universities Partnership group.
- Attend relevant collaborative outreach meetings to update partners on any project progress and outputs.

Planning and Organising

Managing the Evolve: Your Skills for Success project:

- Deliver the Evolve programme in full (approximately 8 weeks) to a variety of local schools or community groups and work closely with University partners to organize how best to deliver the programme on behalf of and in collaborative with their outreach teams.
- Research and scrutinize data to deepen the understanding of where Evolve should be prioritized across our region, working closely with our University partners to avoid duplication and maximize capacity, ensuring the most underserved WP learners receive the programme.
- Edit, produce, and design Evolve resources to ensure its continued improvement and flex to serve regional need.

Qualifications, Knowledge and Experience

Essential

- Undergraduate degree, from any subject/discipline or equivalent experience in a similar role.
- Working experience on projects/programmes relating to the Widening Participation/Outreach agenda. *
- Experience of project admin support and the ability to undertake a full range of office tasks.
- Experience in monitoring budgets to ensure accurate budget spend.
- Experience of creating high quality reports for senior members of staff.
- Demonstrable experience of working independently or as part of a team





- Demonstrable understanding of GDPR and maintaining confidentiality

Desirable

- Experience of line management or skills related to overseeing other colleague's work.
- Experience of delivering CPD or training to staff
- Experience or knowledge of working within a school level education setting in UK

Skills, Abilities and Competencies

Essential

- Experience of project and event management, delivering to time, cost and scope. *
- Highly developed communication skills, experience of liaising with a range of senior stakeholders.*
- Experienced in delivering activity or working with students/ young people *
- Experience of editing, designing, and developing activity or teaching resources.*
- A demonstrable belief in the benefits of Higher Education and the Widening Participation Agenda in UK Higher Education.
- Working experience on projects/programmes relating to the Widening Participation/Outreach agenda. *

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration and Disclosure and Barring Service (DBS).

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance





University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

