

Job Title: Pathways Assistant
Grade: 4
Salary: £24,250 to £26,338 per annum, pro-rata if part-time
Department: External Relations
Hours/Contract: Full time or job share, fixed term contract till 31 July 2026
Job Family: Management and Administration
Reference: 11955

Role Purpose

Working as a key member of the Pathways partnership (which is comprised of Loughborough University, University of Leicester, De Montfort University, Loughborough College, Leicester College and the Leicestershire Enterprise Partnership) this role is to effectively signpost to outreach information and opportunities across the county and deliver a range of bespoke outreach events and initiatives to raise awareness of routes into and opportunities offered by Higher Education.

Day to day responsibilities will include maintaining effective communication between colleagues in the pathways team and staff in schools, providing support to develop new initiatives in response to evidence of need provided by schools, colleges and third sector partners (such a local authorities and charities), delivering workshops and informational sessions to students in both formal education and community settings.

Furthermore, the post holder will ensure effective monitoring and evaluation of the work they deliver with the support of the Pathways Data and Evaluation Officer. To work closely with colleagues across Marketing and Advancement, the wider University and the Pathways consortia to deliver and publicise proactively and professionally, a wide range of activities.

Main Duties and Responsibilities

- To work with a caseload of partner schools to deliver support to students in line with an action plan agreed between the school and the Pathways project manager. Deliver the suite of Pathways talks and workshops at the dates and times agreed in a school action plan, and, where a bespoke request is made, such as visits to campus, subject or key skills based workshops and sessions delivered by third parties, work with the pathways Projects Officer to organise these. Working closely with the team and proactively seeking to understand the breadth of outreach support available to schools, colleges and adult learners to enable effective signposting via word of mouth and email. To encourage students from Pathways postcode areas or who face particular challenges to attend Pathways interventions or to access additional resources and support.
- Contribute to the organisation of Pathways and institutional WP activities where needed by contributing ideas to the design of activities, supporting the delivery of activities in person or virtually as needed. Being a point of contact for student ambassadors that are employed to help with events and to assist in other ways as requested by the member of staff leading the event.
- Ensure that all of our work is evaluated against the objectives that have been set under the direction of the Pathways Evaluation and Operations Manager. This will include undertaking surveys, online quizzes and group discussions as learnt in training. Ensure that EMWPREP monitoring forms are completed by activity participants and undertake data entry into EMWPREP where required



- Work as part of the Pathways team to undertake effective signposting to information and opportunities that support the exploration of progression into HE. Keep information and resources on our website up to date, relevant and reliable sources of information through research and by requesting information from Pathways Partner institutions. Contribute to the collection and creation of content in line with a communications plan to enable effective social media campaigns on Twitter, Facebook and Instagram.
- Attend and take part in team planning activity and training. Support the administration of the team inbox and other duties as directed by line manager.

Internal and External Relationships

University of Leicester

- Widening Participation team
- Wider Future Students Office

External Partners

- EMWPREP
- Loughborough University
- De Montfort University
- Leicester College
- Loughborough College
- Third Party delivery partners
- The Leicester and Leicestershire Enterprise Partnership (Llep)
- National Citizenship Service (NCS)

Planning and Organising

- Plan and organise own workload to ensure that all project requirements are met to strict deadlines
- Undertake actions assigned as part of a team wide delivery plan to time.

Qualifications, Knowledge and Experience

Essential

- Educated to GCSE standard or equivalent*
- Previous experience in a comparable role*
- A demonstrable belief in the benefits of Higher Education and the desire to enable students from a wide range of backgrounds to access a university education, together with an understanding of widening participation issues*





- Prior experience in a customer facing role*

Desirable

- Undergraduate degree, 2:2 or higher, from any subject / discipline
- Experience of working with young people through participation in recruitment, outreach or community work.
- Experience of working as part of a team to deliver work/
- A full, clean driving licence

Skills, Abilities and Competencies

Essential

- Strong oral and written communication skills, including presentation skills
- Ability to work as part of a team
- Good IT skills and competence with Microsoft Office packages, including Word, PowerPoint and Excel.
- Good numerical skills and an ability to read and analyse data
- Commitment to providing high standards of customer service
- Ability to organise and prioritise workload
- Ability to work under pressure and to work unsupervised on own initiative to deadlines

Desirable

- Ability to research and interrogate data sets to determine outcomes/findings
- Ability or understanding of how to undertake qualitative evaluation including writing surveys and holding focus groups.

Other information relevant to the role:

This role will require significant levels of travel across the city and wider county, plus occasional weekend working.

****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.

This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of an enhanced check.

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

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 equality, 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.

