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| Post title: | **SUN Progression Mentor – College-based**  |
| Posts responsible to: | Relevant line manager within college  |
| Post base: | Southampton City College  |
| Post Grade/Level & Salary: |  |
| Contract type: | 0.5 FTE, fixed term contract until 31 July 2023 |

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| Job purpose |
| The Southern Universities Network (SUN) comprises a number of higher education providers, further education colleges, schools, and other organisations in Dorset, Hampshire and the Isle of Wight. It is part of the [Uni Connect](https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/uni-connect/) programme which aims to contribute to reducing the gap in higher education participation between the most and least represented groups. Funded by the Office for Students, Uni Connect is currently focused on providing targeted higher education outreach to young people in years 9 to 13 living in particular geographic areas and those students who are underrepresented in Higher Education e.g. care experienced young people, young carers, and children from service families. This post will see the successful candidate based at (COLLEGE) and working under the overall direction of the Careers and Work Experience Team Leader, with regular liaison with SUN Further Education Project Leaders within the SUN Central team at the University of Southampton. The post-holder will be responsible for leading and developing the college’s engagement in the Uni Connect initiative. The post-holder will act as the point of contact for targeted students, working with them on a 1-2-1/small-group basis, to enable them to realise their aspirations, supporting their social and academic progress through to level 4 study, and encourage students to engage in local and national education and employment initiatives.  |

| Key accountabilities/primary responsibilities | % Time |
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|  | To act as the point of contact for identified targeted students within the college. Provide small group and/or 1-2-1 support to enable them to participate in education and employment initiatives offered by SUN, partner HEIs, further education colleges, training providers, charities, and employers. Create and deliver presentations and workshops to college students and their key influencers about progression opportunitiesProvide support to target students making applications to further study including applications for level 3 and level 4 courses (including apprenticeship pathways). | 45 |
|  | Lead on the development of activities, programmes, and events to support the aims and objectives of Uni Connect. Work with colleagues to ensure new activities aligns with, and complement, existing college activities around progression. | 15 |
|  | To act as the point of contact for the Southern Universities Network to ensure a strategic and collaborative approach to Uni Connect. Work with data to identity target students. Interrogate available data to ascertain trends, opportunities and suggest improvements to activity delivery.Facilitate SUN-led interventions and programmes within the college ensuring activity is targeted and delivered to target students.Liaise with partner institutions, local employers, councils and charities as appropriate to identify opportunities for target students. | 15 |
|  | To proactively build and maintain relationships with key members of staff within the college to raise the profile of the programme and the opportunities available. To identify and co-ordinate appropriate CPD opportunities for staff. | 10 |
|  | To implement network strategies to monitor and evaluate projects and Uni Connect activity. To maintain accurate records of events and students to ensure relevant reporting documentation is completed to a high standard and as per the deadlines specified by the SUN. | 10 |
|  | To represent the college at external meetings as appropriate. Attend meetings with SUN FE Project Leaders and staff in similar roles within colleges across the region (specifically Regional Hub meetings and SUN FE Strategy Days). Share best practice with the group, identify opportunities for collaborative activity and contribute to the SUN post-16 engagement strategy. | 5 |

| Internal and external relationships |
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| Active collaboration with SUN Project Leaders based at SUN partner institutions.Academic and professional staff within (COLLEGE).Communication and collaboration with external partners including local authorities, Local Enterprise Partnerships, and third sector groups. |

| Special Requirements |
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| Capacity to work such hours as are required during peak times (school/college term time), including occasional eveningsFlexibility to take leave outside peak periods. Required to undertake an Enhanced Disclosure and Barring Service (DBS) check. Due to the terms and conditions associated with the funding of the Uni Connect programme the post-holder’s sole responsibility is to contribute to the work of the Southern Universities Network and not to undertake any recruitment, outreach, or marketing activity on behalf of (COLLEGE). |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification Comprehensive knowledge of the secondary, tertiary and higher education sectorsSignificant experience of working with young people in an educational environmentAn understanding of the widening participation agenda with regard to schools, further and higher educationProven experience of developing and producing high quality resources Successful experience of giving presentations to large groups | Postgraduate qualification in Education or related fieldProfessional qualification related to working with children or young people e.g. Teaching, Information Advice and GuidanceKnowledge of the apprenticeship landscapeExperience working, in a supporting role, with one of the following groups:* Young Carers
* Young people from military service families
* Looked after children/Care Leavers
 | Application, interview and presentation |
| Planning and organising | Proven experience in organising and scheduling events, activities and resources.Ability to set aims and objectives, plan and monitor own workload and establish time-lines and consistently review delivery against objectivesWell-developed administrative and organisational skills with excellent attention to detail |  | Application, interview and references |
| Problem solving and initiative | Proven ability to analyse issues and break them down into component parts. Make systematic and rational judgements based on relevant informationAbility to seek and collate feedback and data from activities, analyse key findings and summarise recommendations for senior staffCreative and innovative approach to problem solving, strategic thinking and long-term planning |  | Application, interview and references |
| Management and teamwork | Experience in setting clear objectives both in terms of own workload.Ability to be flexible and adaptable in the approach to work routines; and to be able to readily accept changes in the way a function or job changes.  |  | Application, interview and references |
| Communicating and influencing | Effective partnership working and interpersonal skills are essential including:Excellent interpersonal skills, formally and informally, with a wide range of stakeholders internal and external to XXXX and the networkAbility to draft written reports, presentations and reports in a clear way that addresses key issues in a succinct mannerAbility to motivate and communicate well with young people and convey accurate information to a range in an appropriate, professional and concise mannerAbility to speak fluently and convey information to a range of stakeholders and adopt a persuasive and constructive style at all times, using empathy to understand the stakeholders’ differing needs | Experience of using social media to communicate key messages to a variety of stakeholders | Application, interview and references |
| Other skills and behaviours | A capacity for patience and understanding with stakeholders, always maintaining sensitivity to their needs, particularly at times of peak working under pressure Respect for cultural differences and awareness of how institutional ways of working need to adapt to suit the increasing diversity of student and staff groupsBe fully proficient in the use of the Microsoft Office suite of products  |  | Application, interview and references |
| Special requirements | A willingness to travel to regional meetings.Capacity to work such hours as are required during peak time (school/college terms times), including occasional eveningsFlexibility to take leave outside peak periods Required to undertake an Enhanced Disclosure and Barring Service (DBS) check |  | Application and interview |