

JOB DESCRIPTION

Job Title: Widening Participation Co-ordinator
Reporting To: Principal
Key Relationships: Head of Development & External Relations, Heads of Department, Tutors, Student Ambassadors, Director of Resources & Operations, Site Team

Fraction: 0.4
Days: 2 days per week on average, with room for flexibility.
Salary: £32,500 *pro rata*
Status: Annual Contract, funding dependent

Main Purpose of the role

- To research, plan, establish and co-ordinate a programme of outreach activity
- To build relationships with key partners such as local schools and FE colleges
- To establish and co-ordinate a Saturday Arts Club at the Art School as part of the National Saturday Club initiative.
- To document projects and related data to contribute to the evaluation of outcomes for impact reporting
- To deliver training for student ambassadors and oversee their work on outreach activity
- To provide up-to-date knowledge, expertise and experience of best practice in widening participation to inform activities and strategies.

Main duties and responsibilities

Research and relationship building

- To undertake research to inform the Widening Participation strategy and plans for activity to include:
 - ❖ identifying key partners and contexts for outreach activity, building relationships and that work with the Art School's priorities
 - ❖ researching related widening participation programmes to evaluate successful models and potential collaborations

Planning, Preparation, Administration and Delivery of Outreach Activity

- To plan and co-ordinate internal resources and schedules in order to deliver a range of outreach activity including the Saturday Arts Club, liaising with tutors, student ambassadors and site team members as required
- To communicate arrangements with external partners such as the National Saturday Arts Club organisation in liaison with the Head of Development & External Relations
- To undertake administration in relation to monitoring and reporting on activities

- To ensure efficient communication with Outreach participants, student ambassadors and staff delivering programmes to facilitate the successful running of activity
- To manage the risk assessment of activities in liaison with the Site Manager and Health & Safety Officer

Promotion of Outreach activity

- To contribute to the planning for and delivery of promotion of Widening Participation initiatives and outreach activity) in order to recruit participants, celebrate and promote activity
- To act as an advocate and ambassador for the Widening Participation activity both within the Art School and externally

Student and staff training

- To provide training for student ambassadors to prepare them for supporting Outreach activity
- To provide staff with examples of best practice in Widening Participation and Outreach activity to inform their approach to delivery

Art School Profile

- To promote and maintain a positive profile for the Art School through, for example, presentation of projects at public facing events
- Participate in networking and build on external relationships that relate to the Art School's priorities

Internal Communications, Planning and Administration

- To attend and participate in meetings, Committees, Panels, Boards, Working Groups etc as appropriate and agreed with line manager.

Staff Development

- To participate in the Art School's annual staff appraisal scheme (Individual Performance Review), in peer to peer observation and in staff development and training activities in relation to priorities set by the Art School and/or Head of Department

Professional Practice/Research

- To demonstrate a commitment to professional practice/research and continuous professional development in relation to their own art practice, as well as in relation to learning and teaching

Health and Safety

- To participate in the organisation and co-ordination of studio and teaching spaces to ensure a safe working environment for students and staff members
- To be conversant with health and safety regulations and protocols in relation to Fine Art practice and remain vigilant of any breaches communicating with students and colleagues as appropriate.

Other

- To undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder.
- It is the duty of the post holder not to act in a prejudicial or discriminatory manner

towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour in others by challenging and reporting it.

Key Reference documents include*:

- Staff Support and Development Handbook;
- Learning and Teaching Strategy;
- Strategic Plan 2022-27
- Access & Participation Action Plan
- Access to Learning documents and Disability Support Guidelines;
- Student Charter;
- Art School Policies & Procedures related to the post

*Available on staff Moodle site and shared drive.