



Science, Technology, Engineering, Maths and Medicine (STEMM) Outreach Officer

Job Title:	Science, Technology, Engineering, Maths and Medicine (STEMM) Outreach Officer
Reference No:	NEW614
Reports to:	Widening Access and Participation Manager
Responsible For:	
Grade:	E
Working Hours:	37
Faculty/Service:	Home Student Recruitment
Location:	Sunderland campuses
Main Purpose of Role:	<p>The role holder reports to the Widening Access and Participation Manager. The purpose of the role is to plan, coordinate, deliver and develop science, technology, engineering, maths and medicine (STEMM) related outreach and recruitment activities to increase participation of students and applicants from a broad range of diverse backgrounds. This will include outreach activities linked to space education.</p> <p>The role will support the delivery of the University's widening access and participation strategy as per the institutional targets outlined in the University's Office for Students (OfS) Access and Participation Plan.</p> <p>This role will play a key role in coordinating outreach provision and impact measurement across the Widening Access and Participation team.</p> <p>The role holder will be responsible for coordinating and overseeing the Aldrin Family Foundation outreach programme. This will involve working with regional and national schools as well as other internal and external stakeholders to bring the excitement of space exploration and education to primary and secondary pupils (KS1-4), primarily using interactive Mars and Moon floor maps and other educational resources.</p>
Key Responsibilities and Accountabilities:	<ul style="list-style-type: none">• Plan and deliver evidence-led and data-driven STEMM and space-related educational outreach plans and activities both in person (on- and off-campus) and online for targeted beneficiaries across the region. This includes pre-16 pupils and a range of other widening participation cohorts.• Create new and build upon existing relationships with staff from local schools and other external partners (including Aldrin Foundation and other STEMM and space related organisations) to build a pipeline of prospective students, particularly those currently under-represented in higher education. Work

collaboratively to design and deliver high quality outreach programmes including setting appropriate objectives, targets, outcomes and evaluation methods.

- Plan and deliver CPD resources for teachers and other partners, and high-quality resources for parents/carers and potential students.
- Act as a key contact for the Aldrin Foundation outreach programme ensuring that a wide and varied programme of STEMM and space outreach activities and interventions are planned, delivered and evaluated against targets, taking place both on campus and within school settings, and in collaboration with our School of Education. To work with a range of schools and colleges, as well as internal and external stakeholders, to further develop this programme as an institutional 'STEMM/Space Education Hub'.
- Create and develop tracking and evaluation processes to evidence the impact of STEMM and space outreach interventions. This includes ensuring accurate records are kept, fully utilising the HEAT (Higher Education Access Tracker) database and preparing evaluation and statistical data for outreach interventions, funding and bespoke support.
- Develop and deliver the STEMM and space outreach portfolio, including the School of Medicine outreach programme and other institution-wide associated programmes, to an outstanding level that is relevant, valuable and inspirational to schools across the region.
- Produce high quality written proposals, reports and presentations for consideration by the Senior Management Team. To provide information and data to support senior managers on all aspects of STEMM and space outreach including budget management. Record and collate all appropriate outreach and recruitment activities, producing regular reports, annual beneficiary statistics, measuring impact and ensuring continuous improvement.
- Ensure the team effectively meets all operational HSE requirements, including safeguarding and Prevent.
- Lead meetings across the team and wider service where necessary and represent the University at meetings when requested.
- Build effective working relationships with colleagues across the service and wider university, as well as a range of external partners, to ensure a supportive and collaborative approach to service aims, objectives and targets.
- Ensure that accurate information and updates are provided to colleagues across the institution and key stakeholders. This includes responsibility for requesting and monitoring web content and other copy.
- Ensure a high level of service is delivered to all internal and external stakeholders.
- Promote and encourage equality, diversity and inclusion principles.

	<ul style="list-style-type: none">• Provide support at key recruitment events such as Open Days, Confirmation and Clearing and other institutional events. To support the development of student staff including Student Ambassadors and Mentors.• Identify and be committed to professional development, undertaking training and staff development opportunities to ensure high standards of delivery and continuous improvement.• Contribute to the efficient functioning of the team as directed by the Widening Access and Participation Manager. To have a flexible approach to support the focus on student recruitment, and a willingness to undertake any other tasks the Head of Widening Access and Participation and the Widening Access and Participation Manager may request from time to time.
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Special Circumstances:	<p>This role requires enhanced DBS (Disclosure and Barring Service) clearance.</p> <p>A full driving licence and access to a vehicle is essential.</p> <p>A flexible approach to working is required, including evenings and weekends.</p> <p>This role involves regular regional travel. Occasional UK and international travel, including overnight stays, may also be required.</p>
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Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

- Educated to degree level or equivalent relevant qualification.
- Evidence of committed professional development through networks such as HELOA (Higher Education Liaison Officers Association), NEON (National Education Opportunities Network) and FACE (Forum for Access and Continuing Education).

Knowledge and Experience:

- Demonstrable experience of project coordination, including organising and delivering activities and events.
- Knowledge and experience of working in higher education in the UK and widening participation principles.
- Experience of developing and delivering high quality outreach activities to widening participation cohorts.
- Demonstrable experience of delivering positive outcomes through collaborative working and partnerships.
- Proven experience of tracking, evaluating and evidencing the impact of activities, events and interventions.
- Demonstrable experience of financial record keeping and maintenance of budgets.
- Excellent IT skills in a wide range of Microsoft Office packages.
- Proven experience of working within a role that requires effective planning and organisational skills, strong attention to detail and an ability to negotiate, persuade and influence.
- Demonstrable experience of working independently and problem solving.
- Experience of working in a customer focused environment, delivering the highest possible standards of customer service.
- Proven initiative, flexibility and the ability to adapt to a rapidly changing working environment.
- Current knowledge and experience of preparing detailed proposals and reports for senior leaders.
- Excellent presentation, written communication and interpersonal skills.
- Knowledge and understanding of safeguarding, data protection and online safety issues.

Desirable

Qualifications and Professional Memberships:

- A degree level qualification in a STEMM-related subject area
- Teaching or IAG qualification
- Experience working in a school or college environment

Knowledge and Experience:

- Experience of supervising, coaching and developing a flexible team.
- Knowledge of STEMM related courses within UK higher education and prospective career opportunities.
- Proven and current knowledge of using the HEAT database.
- Proven knowledge of progression routes into higher education, including vocational routes.

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

Communication

- Excellent communication, influencing and interpersonal skills with an ability to engage effectively and positively across a range of stakeholders.
- Ability to manage, understand and interpret complex processes and regulations and explain the details to a wide audience in an effective way.
- Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes.
- Presents complex information in formats appropriate to non- specialists without compromising meaning.
- Monitors the reactions of others and takes appropriate steps to remedy any miscommunications.

Planning and Organising Resources

- Has a resilient approach and can work to tight deadlines.
- Actively seeks information to support planning and prioritising work.
- Ensures that time and resources are used effectively to their maximum efficiency.
- Checks and reports on progress and achievement against plans to key parties.
- Develops plans to take account of problems, delays and new priorities.

Service Delivery

- Demonstrates a visible commitment to the University's vision, values and supporting strategies.
- Learns from complaints and takes action to resolve them.
- Collates feedback and views from customers and keeps up to date with market trends to inform service development and make changes.
- Identifies ways of improving standards.
- Deals with difficult situations or confidential matters, according to policy and procedures.
- Involves others or refers elsewhere for assistance if the situation becomes more complex and if additional help or information is required.

	Knowledge and Experience <ul style="list-style-type: none">• Applies skills and knowledge of the sector to inform work plans and seeks opportunities for CPD and to enhance sector knowledge.• Used as a reference point by others.
	Decision Making Processes and Outcomes <ul style="list-style-type: none">• Develops positive and innovative approaches to challenges and emerging issues.• Flexible and creative approach to problem solving, combining rational analysis with experience to make and influence timely, complex and critical decisions confidently.• Ensures that options are weighed, outcomes identified and chances of success considered.• Challenges decisions appropriately to ensure consideration and processes are robust.
Date Completed	June 2022