

Swydd Ddisgrifiad

Prifysgol Wrecsam Wrexham University



Cyfadran/Adran	Marchnata a Recriwtio
Adran	Recriwtio a Derbyniadau
Teitl y Swydd	Cynorthwydd Ehangu Mynediad
Yn atebol i	Cydlynnydd Allgymorth ac Ehangu Mynediad
Gradd	O&A3

Prif Atebolrwydd

Cefnogi'r Cydlynnydd Ehangu Mynediad wrth weithredu'r strategaeth ehangu mynediad gyda phwyslais penodol ar ddatblygu gweithgareddau a / neu ymchwil, gan gynnwys gyda grwpiau du a lleiafrifoedd ethnig, pobl anabl, unigolion o ardaloedd cyfranogiad isel, myfyrwyr sy'n dymuno astudio drwy gyfrwng y Gymraeg a 'Phlant mewn Gofal'.

Cynnig cymorth gweinyddol rhagorol, gan gynnwys cynnal amserlenni a chynlluniau a chynorthwyo'r Cydlynnydd wrth reoli partneriaethau ym meysydd ysgolion/colegau/cymunedau at ddibenion recriwtio myfyrwyr cartref.

Dan arweiniad y Cydlynnydd, cynnal ymchwil marchnad a chynorthwyo gyda'r gwaith o ddatblygu perthnasoedd ysgol/coleg/cymuned, i gysylltu â phartneriaethau presennol, sefydliadau addysg perthnasol eraill a chyrrff nodd. Cynorthwyo gyda'r gwaith o gynhyrchu deunyddiau hyrwyddo, cyfathrebiadau a chefnogi prosiectau sy'n ceisio cyllid i gefnogi'r gwaith o ehangu cyfranogiad a mynediad yn y Brifysgol.

Mae deiliad y swydd yn gyfrifol am drefnu a rheoli gweithgareddau recriwtio ac ehangu mynediad ar gyfer Prifysgol Glyndŵr Wrecsam dan arweiniad y Cydlynnydd Allgymorth ac Ehangu Mynediad.

Nodwch fod y swydd hon yn amodol ar wiriad DBS.

Tasgau Allweddol

Er mwyn cyflawni diben y swydd a bodloni dyletswyddau a swyddogaethau disgwylidig y swydd, bydd deiliad y swydd yn:

- Cynnig gwasanaethau cynllunio a gweinyddiaeth i gefnogi'r strategaeth allgymorth ac ehangu mynediad. Cadw nodiadau cyfarfodydd, cofnodion, amserlenni a chynlluniau ar gyfer cyswllt ag ysgolion a sefydliadau partner, gan sicrhau bod camau'n cael eu cipio a'u rhannu a bod y partneriaid yn cael deunydd marchnata addas a phrydlon gan y Brifysgol
- Cysylltu â staff priodol o fewn y Brifysgol ac mewn ysgolion, colegau, grwpiau gwirfoddol, gwasanaethau cymdeithasol, gwasanaethau gyrfaoedd, asiantaethau hyfforddi a sefydliadau cyfryngol eraill, dan arweiniad y Cydlynedd Allgymorth ac Ehangu Mynediad, er mwyn meithrin fframwaith lle gall gweithgareddau 'ehangu mynediad' ar gyfer grwpiau penodol o bobl nad ydynt wedi'u cynrychioli'n ddigonol ar hyn o bryd yn y byd Addysg Uwch ffynnu (yn benodol, grwpiau du a lleiafrifoedd ethnig, pobl anabl, unigolion o ardaloedd cyfranogiad isel, myfyrwyr sy'n dymuno astudio drwy gyfrwng y Gymraeg ac Unigolion sy'n Gadael Gofal).
- Ymgymryd ag ymchwil i ganfod anghenion grwpiau penodol o ran cael mynediad at addysg uwch.
- Cefnogi'r gwaith o hyrwyddo, trefnu a chydlynu mentrau penodol wedi'u cynllunio i ddenu ymgeiswyr o'r grwpiau hyn, er enghraifft dyddiau blasu, gweithgareddau penwythnos etc, a chadw cofnodion er mwyn monitro costau/cyllidebau sydd ynghlwm â'r gweithgareddau hyn.
- Dyfeisio technegau i werthuso effaith a defnyddioldeb digwyddiadau felly, ac i greu adroddiadau ôl-ddigwyddiad i lywio gweithgareddau yn y dyfodol.
- Gweithio gyda chydweithwyr o fewn y timau Marchnata a Chyfathrebu er mwyn sicrhau bod llwyddiant rhaglenni a digwyddiadau o'r fath yn cael ei rannu â phobl leol.
- Hyrwyddo'r Brifysgol fel canolfan ragoriaeth gydnabyddedig ar gyfer ehangu mynediad drwy fynychu cynadleddau, a chymryd rhan ynddynt, cefnogi ceisiadau am gynigion, tendrau a gwobrau etc.
- Cefnogi gweithgareddau'r Brifysgol sy'n cael eu cynnal ar y cyd â'r bartneriaeth Ymgyrraedd yn Ehangach Gogledd Cymru a sefydliadau partner, gan gynnwys paratoi cynigion ac adroddiadau dilynol, rheoli cyllidebau, mynychu cyfarfodydd Grŵp Gweithdrefnol rhanbarthol, cysylltu â staff RW a chynrychioli'r Brifysgol mewn cyfarfodydd Grŵp Llywio yn ôl yr angen.

Gweithio gyda'r Cydlynedd Allgymorth ac Ehangu Mynediad i gynhyrchu'r wybodaeth am ehangu cyfranogiad a gweithgaredd mynediad yn y Brifysgol a datblygu mesuriadau effeithlonrwydd gweithgaredd o'r fath er mwyn llywio cynllunio recriwtio'r dyfodol, gan gynnwys digwyddiadau a gweithgareddau eraill.

- Ymgymryd ag unrhyw ddigwyddiadau allanol a mewnol yn ôl yr angen, fel 'sioeau teithiol', nosweithiau addysgol, diwrnodau agored, digwyddiadau gyrfaoedd ffeiriau AU ayyb.
- Rheoli cysylltiadau ysgol/coleg a chysylltiadau a data cysylltiedig eraill a defnyddio'r CRM neu systemau trydydd parti eraill i gefnogi gofynion gweithdrefnol, gan gynnwys digwyddiadau, achosion a chydymffurfiaeth sy'n defnyddio'r system o ran cynnal data,

creu adroddiadau a chynnig data meincnod i'w ddefnyddio er mwyn blaengynllunio ystyriaethau cyllidebol a recriwtio.

- Cefnogi Diwrnodau Agored a Nosweithiau Agored y Brifysgol a mynychu cyfarfodydd sy'n ymwneud â gweithgareddau ehangu mynediad yn ôl yr angen.
- Nodi straeon newyddion ac astudiaethau achos da a chysylltu â'r timau Marchnata a Chyfathrebu er mwyn cyfathrebu i wthio ymgysylltiad a chefnogi'r gwaith recriwtio yn effeithiol.
- Rheoli cysylltiadau ysgol/coleg a chysylltiadau a data cysylltiedig eraill a defnyddio'r CRM neu systemau trydydd parti eraill i gefnogi gofynion gweithdrefnol, gan gynnwys digwyddiadau, achosion a chydymffurfiaeth sy'n defnyddio'r system o ran cynnal data, creu adroddiadau a chynnig data meincnod i'w ddefnyddio er mwyn blaengynllunio ystyriaethau cyllidebol a recriwtio.
- Ymgymryd ag unrhyw ddyletswyddau eraill yn ôl y gofyn ond sy'n gymesur â gradd y swydd, a phrofiad a gallu deiliad y swydd.

ATEBOLRWYDD PERSONOL

- Ymddwyn mewn modd proffesiynol bob amser a chynnal cyfrinachedd gwybodaeth.
- Cynnal ymwybyddiaeth briodol o bolisiau a gweithdrefnau'r Brifysgol, a gweithio'n effeithiol oddi fewn iddynt, a chymryd rhan mewn prosesau priodol (e.e. arfarniad, datblygiad proffesiynol parhaus, Polisi Cyfleoedd Cyfartal a rheoliadau ariannol).
- Ymddwyn mewn modd sy'n cefnogi Polisi Iechyd, Diogelwch a'r Amgylchedd y Brifysgol drwy weithio'n ddiogel a dilyn y gweithdrefnau a'r codau ymarfer sydd wedi'u creu i ddiogelu'r holl staff.
- Dirprwyo ar ran y Rheolwr Recriwtio Myfyrwyr yn ôl yr angen ar gyfer meysydd sy'n gymesur â chyfrifoldebau.
- Paratoi data, gwybodaeth ystadegol ac adroddiadau eraill sy'n gymesurol â'ch meysydd cyfrifoldeb.

GALLUOEDD A RHINWEDDAU PERSONOL

- Hyderus, cymwys, diplomyddol, diduedd a chyfrifol gyda synnwyr digrifwch da.
- Sensitif at anghenion pobl eraill, amyneddgar ac yn deall agwedd ac ymddygiad pobl eraill.
- Ymagwedd hyblyg at waith a pharodrwydd i weithio ar nosweithiau a phenwythnosau yn achlysurol.
- Y gallu i ddelio â materion cyfrinachol gyda disgrisiwn a sensitifrwydd
- Gweithio a chyfathrebu â myfyrwyr o ystod eang o gefndiroedd a diwylliannau yn gyfforddus.

- Ymagwedd effeithlon, ddibynadwy a phroffesiynol at waith bob amser, gan gynnwys ymddangosiad taclus fel sy'n briodol.

Wedi ymrwmo i weithio fel tîm ond yn medru gweithio yn annibynnol pan fo angen.

Nodweddion Arbennig

- Gall fod gofyn i deithio i ddigwyddiadau ac ymweld â sefydliadau ledled y DU
- Parodrwydd i weithio'n hyblyg, bydd hyn yn cynnwys teithio oddi ar y safle yn rheolaidd o fewn y DU a bydd yn cynnwys gweithio ar nosweithiau ac ar benwythnosau yn achlysurol.
- Gallu cyfathrebu trwy gyfrwng y Gymraeg.
- Gwybodaeth leol o ysgolion, colegau, grwpiau gwirfoddol, gwasanaethau cymdeithasol, gwasanaethau gyrfaoedd, asiantaethau hyfforddi a sefydliadau cyfryngwyr eraill.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a gynhwysir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn perthynas â pheryglon sylweddol ac yr ymgymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo gofal cwsmer o ansawdd yn eu maes cyfrifoldeb eu hunain.

Mae hi'n ofynnol bod staff yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Dylai holl staff y Brifysgol hyrwyddo ymddygiad iach, iechyd meddwl cadarnhaol a llesiant.

Disgwylir i ddeiliaid swydd gydymffurfio â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda'r gwaith o fonitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau ei fod yn cael ei gefnogi'n ddigonol mewn perthynas â'i gyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn fynegol, nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori unrhyw newidiadau rhesymol pan mae angen, mewn ymgynghoriad â deiliad y swydd.

Teitl y Swydd: Cynorthwydd Ehangu Mynediad

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chymaint o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol

Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Gallu	1.1	Profiad o weithio mewn amgylchedd addysg neu ehangu mynediad.	Ff, C	H
		1.2	Profiad o gydlynu gweithgareddau er mwyn ymgysylltu â grwpiau RW a WA.	Ff, C	H
		1.3	Profiad o gefnogi cyswllt â phartneriaid allanol, gan gynnig cymorth wrth drefnu cyfarfodydd, anfon negeseuon e-bost, a chynnig cymorth gweinyddol i'r Swyddog Ehangu Mynediad.	Ff, C	H
		1.4	Sgiliau cyfathrebu ar lafar ac ysgrifenedig rhagorol, yn ogystal â sgiliau cyflwyno a rhyngpersonol da.	Ff, C	H
		1.5	Y gallu i gynllunio ymlaen llaw, datrys problemau ac i weithio ar eich liwt eich hun gydag agwedd gadarnhaol.	Ff, C	H
		1.6	Aelod o dîm sydd ag ymagwedd hyblyg at waith ac oriau gweithio, hyderus, cymwys, diplomyddol, a chyfrifol gyda synnwyr digrifwch da.	Ff, C	H
		1.7	Sgiliau llythrennedd, rhifedd a TG o safon dda.	Ff, C	H
		1.8	Sgiliau trefnu rhagorol gyda'r gallu i reoli llwythi gwaith, blaenoriaethu a bodloni terfynau amser gan sicrhau cywirdeb a sylw i fanylder.	Ff, C	H

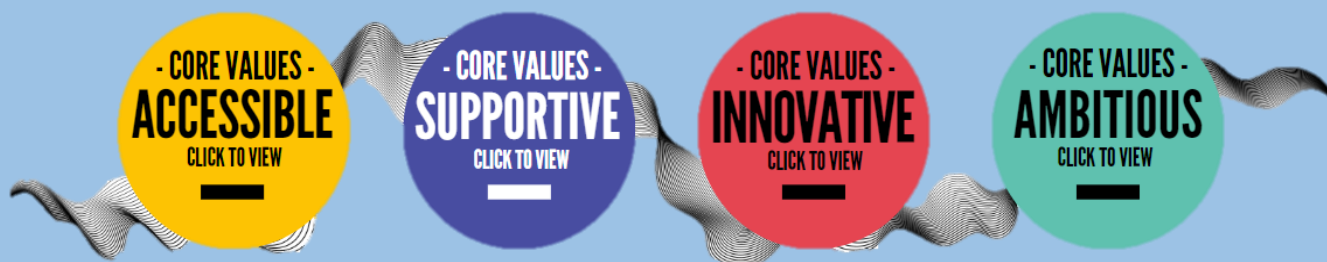
		1.9	Bod ag agwedd hyblyg a brwd, a'r gallu i weithio fel rhan o dîm mewn amgylchedd prysur a heriol.	Ff, C	H
		1.10	Sgiliau trefnu a chadw cofnodion cryf.	Ff, C	H
		1.11	Parodrwydd i weithio'n hyblyg, bydd hyn yn cynnwys teithio oddi ar y safle yn rheolaidd o fewn y DU a bydd yn cynnwys gweithio ar nosweithiau ac ar benwythnosau yn achlysurol.	Ff, C	H
		1.12	Sgiliau gweinyddu a threfnu rhagorol wrth roi sylw i fanylion a'r gallu i reoli sawl safle a gweithgaredd gwahanol ar yr un pryd a bodloni terfynau amser tynn.	Ff, C	H
		1.13	Cynllunio a chefnogi'r gwaith o gyflwyno digwyddiadau/cyfarfodydd, gan sicrhau bod adnoddau'n cael ei defnyddio'n effeithiol.	Ff, C	H
		1.14	Gallu cyfathrebu trwy gyfrwng y Gymraeg.	Ff, C	D
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Profiad o recriwtio a marchnata o fewn amgylchedd Addysg.	Ff, C	H
		2.2	Profiad neu ddiddordeb amlwg mewn recriwtio myfyrwyr mewn amgylchedd ehangu cyfranogiad.	Ff, C	D
		2.3	Profiad o sefydlu a chynnal cronfa ddata o gysylltiadau.	Ff, C	H
3	Addysg a Hyfforddiant	3.1	Addysg at lefel gradd israeddedig a/ neu brofiad gwaith amlwg mewn rôl berthnasol	Ff, C, T	H
		3.2	Tystiolaeth o hyfforddiant a datblygiad proffesiynol parhaus	Ff, C	D
4	Profiad Perthnasol	4.1	Profiad o weithio mewn amgylchedd swyddfa prysur a heriol	Ff, C	H
		4.2	Y gallu i weithio o fewn cydymffurfiaeth, prosesau a gweithdrefnau.	Ff, C	H
		4.3	Profiad o ddefnyddio cyfryngau cymdeithasol i ymgysylltu â chynulleidfaeodd.	Ff, C	H
		4.4	Profiad o gefnogi'r gwaith o gynllunio a chydlynu digwyddiadau ar gyfer amrywiaeth o gynulleidfaeodd	Ff, C	H

5	Gofynion Arbennig	5.1	Y gallu i gynllunio a blaenoriaethu eich llwyth gwaith eich hun yn seiliedig ar ofynion dydd i ddydd	Ff, C	H
		5.2	Y gallu amlwg i weithio a chyfathrebu'n effeithiol o fewn tîm amlddisgyblaethol a lleoliad sefydliad ehangach	FF, C	H
		5.3	Y gallu a'r parodrwydd i ddysgu gwybodaeth, systemau a sgiliau newydd	FF, C	H
		5.4	Ymddygiad proffesiynol a chwrtais bob amser	C	H
		5.5	Gallu gweithio ar benwythnosau a gyda'r nosau yn achlysurol, a theithio	Ff	H
Dyddiad Adolygu					

Allwedd	Dull Adnabod	Ff	Ffurflen Gais
		C	Cyfweliad
		P	Prawf
		T	Copi o Dystysgrifau
		Rh	Rhoi Cyflwyniad
		G	Asesiad Grŵp
	Pwysigrwydd	H	Hanfodol
		D	Dymunol



Job Description



Faculty/Department	Marketing and Recruitment
Section	Recruitment and Admissions
Job Title	Widening Access Assistant
Reports to	Outreach and Widening Access Co-ordinator
Grade	O&A3

Principal Accountabilities

To support the Widening Access Co-ordinator in the implementation of the widening access strategy with particular emphasis on the development of activities and /or research including with black and minority ethnic groups, people with disabilities, those from low participation areas, students wishing to study through the medium of Welsh provision and 'Looked after Children'.

To provide excellent admin support, including maintaining schedules and plans and to assist the Co-ordinator in managing partnerships in the areas of school/college/community for the purpose of recruiting home students.

Under the guidance of the Co-ordinator, to conduct market research and assist in the development of school/college/community relationships, to liaise with existing partnerships, other relevant education institutions and sponsorship bodies,. To assist in the creation of promotional materials, communications and support projects seeking funding to support widening participation and access activity at the University.

The role holder is responsible for the organisation and management of recruitment and widening access activities for Wrexham Glyndwr University under the guidance of the Outreach and Widening Access Co-ordinator.

Please note this post is subject to a DBS disclosure.

Key Tasks

To fulfil the job purpose and meet the expected roles and responsibilities of the post, the post-holder will:

- To provide excellent admin and planning services to support the outreach and widening access strategy. To maintain meeting notes, records, schedules and plans for liaison with schools and partner organisations, ensuring that actions are captured and shared and that partners are provided with suitable and timely marketing materials from the University
- To liaise with appropriate staff within the University and in schools, colleges, voluntary groups, social services, careers services, training agencies and other intermediary organisations, under the guidance of the Outreach and Widening Access Co-ordinator, in order to build a framework within which 'widening access' activities for certain groups of people currently under represented in Higher Education might flourish (specifically, black and minority ethnic groups, people with disabilities, those from low participation areas, students wishing to study through the medium of Welsh and Care Leavers).
- To undertake research to ascertain the needs of certain groups with regard to accessing higher education.
- To support in the promotion, organisation and co-ordination of specific initiatives designed to attract applicants from these groups, for example taster days, weekend activities etc, and to keep records to monitor costs/budgets associated with these activities.
- To devise techniques to evaluate the impact and usefulness of such events, and to produce post event reports to inform future activity.
- To work with colleagues within the Marketing and Communications teams to ensure that the success of such events and programmes are disseminated to the local population.
- To promote the University as a recognised centre of excellence for widening access by attendance and participation at conferences, supporting applications for bids, tenders and awards etc.
- To support the University's activities undertaken in conjunction with the North Wales Reaching Wider partnership and partner organisations, including preparation of proposals and follow up reports, management of funding, attendance at regional Operational Group meetings, liaison with RW staff and representing the University at Steering Group meetings if required to do so.

To work with the Outreach and Widening Access Co-ordinator to produce information about widening participation and access activity at the University and to develop measurements of the efficiency of such activity to inform future recruitment plans, including events and other activities.

- To participate, when required, in any external and internal events such as 'road shows', information evenings, open days, HE fairs careers events etc.
- To manage school/college and other contacts and associated data and utilising the CRM or other third party systems to support operational requirements, including events, cases and conforms with use of the system in regards to maintaining data, producing reports and providing benchmark data to utilise for forward recruitment planning and budgetary considerations.

- To support University Open Days and Open Evenings and attend meetings as required concerned with widening access activities.
- To identify good news stories and case studies and liaise with Marketing and Communications teams in order to effectively communicate to drive engagement and support recruitment.
- To manage school/college and other contacts and associated data and utilising the CRM or other third party systems to support operational requirements, including events, cases and conforms with use of the system in regards to maintaining data, producing reports and providing benchmark data to utilise for forward recruitment planning and budgetary considerations.
- To undertake any other duties as requested but commensurate with grade and post holder's experience and ability.

PERSONAL ACCOUNTABILITIES

- To act in a professional manner at all times and maintain confidentiality of information.
- To maintain an appropriate awareness of, and work effectively within, the policies and procedures of the University, participating in appropriate processes (e.g. appraisal, continuing professional development, Equal Opportunities Policy and financial regulations).
- To act in support of the University's Health, Safety and Environment Policy by working safely and following the procedures and codes of practice derived to protect all staff.
- To deputise for the Student Recruitment Manager as necessary for areas commensurate with responsibilities.
- To prepare data, statistical information and other reports commensurate with areas of responsibilities.

PERSONAL QUALITIES AND ATTRIBUTES

- Confident, competent, diplomatic, non-judgemental and an amenable manner with a good sense of humour.
- Sensitive to other people's needs, patient and understanding of other people's attitudes and behaviour.
- Flexible approach to work and a willingness to undertake occasional evening and weekend work.
- Ability to handle confidential matters with discretion and sensitivity.
- Comfortable working and communicating with students from a range of different backgrounds and cultures.
- Efficient, reliable and professional approach to work at all times, including smart appearance as appropriate.

Committed to team-working but ability to work on own initiative when necessary.

Special Features

- There may be the requirement to travel to events and to visit organisations around the UK
- Willing to work flexibly, this will include regular off site travel within the UK and will include evenings and weekend working from time to time.
- The ability to communicate through the medium of Welsh.
- Local knowledge of schools, colleges, voluntary groups, social services, careers services, training agencies and other intermediary organisations.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: **Widening Access Assistant**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Experience of working within an education or widening access environment.	A, I	E
		1.2	Experience of co-ordinating activities to deliver engagement with RW and WA groups.	A, I	E
		1.3	Experience of supporting liaison with external partners, providing support in arranging meetings, sending emails, and providing admin support to the Widening Access Officer.	A, I	E
		1.4	Excellent communication skills, both verbal and written as well as good interpersonal and presentation skills.	A, I	E
		1.5	Ability to plan ahead, problem-solve and to work on own initiative with a 'can do' attitude.	A, I	E
		1.6	Team player with flexible approach to work and working hours, confident, competent, non-judgemental and an amenable manner with a good sense of humour.	A, I	E
		1.7	Good standard of literacy, numeracy and IT skills.	A, I	E
		1.8	Excellent organisational skills with the ability to manage workloads, prioritise and meet deadlines ensuring accuracy and attention to detail.	A, I	E
		1.9	Have an enthusiastic, flexible, adaptable approach and the ability to work as part of a team in a busy and demanding environment.	A, I	E

		1.10	Strong organisational and record-keeping skills.	A, I	E
		1.11	Willing to work flexibly, this will include regular off site travel within the UK and will include evenings and weekend working from time to time.	A, I	E
		1.12	Excellent administrative and organisational skills with attention to detail and an ability to manage several concurrent activities and meet tight deadlines.	A, I	E
		1.13	Plan and support the delivery of events/meetings, ensuring the effective use of resources.	A, I	E
		1.14	The ability to communicate through the medium of Welsh.	A, I	D
2	General & Specialist Knowledge	2.1	Experience of recruitment and marketing within an Education environment.	A, I	E
		2.2	Experience or demonstrable strong interest in student recruitment in a widening participation environment.	A, I	D
		2.3	Experience of setting up and maintaining a database of contacts.	A, I	E
3	Education & Training	3.1	Educated to undergraduate degree level and/ or proven work experience in a related role	A, I, C	E
		3.2	Evidence of training and continuous professional development	A, I	D
4	Relevant Experience	4.1	Experience of working within a busy and demanding office environment	A, I	E
		4.2	Ability to work within compliance, processes and procedures.	A, I	E
		4.3	Experience of using social media to engage an audience.	A, I	E
		4.4	Experience of supporting the planning and co-ordination of events for a range of different audiences	A, I	E

5	Special Requirements	5.1	Ability to plan and prioritise own workload based on day to day requirements	A, I	E
		5.2	Proven ability to work and communicate effectively within a multi-disciplinary team and wider organisation setting	A, I	E
		5.3	Ability and willingness to learn new information, systems and skills	A, I	E
		5.4	Professional and polite manner at all times	I	E
		5.5	Ability to work occasional weekends and evening, and to travel	A	E
Date of Revision					

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

