UNIVERSITY OF DERBY

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>DANCOP Project Officer – Derby Hub (Derbyshire and Nottinghamshire Collaborative Outreach Programme)</th>
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<tbody>
<tr>
<td>DEPARTMENT / COLLEGE</td>
<td>Equality and Social Mobility Unit</td>
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<tr>
<td>LOCATION</td>
<td>Kedleston Road campus, University of Derby, DE22 1GB</td>
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<td>JOB NUMBER</td>
<td>0341-18</td>
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<td>SALARY</td>
<td>£26,498 to £29,131 per annum</td>
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<td>REPORTS TO</td>
<td>DANCOP Lead Project Officer – Derby Hub (Derbyshire and Nottinghamshire Collaborative Outreach Programme)</td>
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**Role Summary**

We require an enthusiastic and motivated individual to join the DANCOP (Derbyshire and Nottinghamshire Collaborative Outreach Programme) team as part of the OFS funded National Collaborative Outreach Programme (NCOP).

NCOP aims to identify and address issues around progression into Higher Education. In particular, it seeks to undertake outreach activity in specific local areas where HE participation is low overall and lower than expected given GCSE attainment levels.

The Project Officer role is to co-ordinate the effective operational development and delivery of projects and activities that support the Derbyshire and Nottinghamshire Collaborative Outreach Programme (DANCOP), as directed by the Project Manager, working primarily with schools and college learners in the Derby City and Derbyshire area.

You will be experienced in designing educational programmes of activity for young people; ideally focussed around raising aspirations to Higher Education. You will be required to work closely with school staff to ensure targeted provision is relevant and successfully delivered, monitored and evaluated.

The role also requires the Project Officer to liaise with other HE and FE providers in the consortium.

The successful candidate will have the following skills -

- Creative approach to problem solving
- Adaptable and flexible attitude to work
- Ability to work well in a team environment and independently
- Excellent communication skills and an ability to interact with a wide range of people.

**Principal Accountabilities**

1. Work with the Lead Project Officer and the other consortium partners to design and oversee relevant programmes of activity in-line with the NCOP agenda.

2. Use professional judgement to develop and account manage relationships with a portfolio of schools and colleges across Derbyshire to deliver widening access outreach activity as part of the DANCOP programme.
3. Facilitate the engagement of schools and colleges in your designated area(s) with DANCOP activities and services, seeking to ensure that DANCOP resources are applied equitably and as part of a cohesive package.

4. Deliver and/or facilitate the delivery of DANCOP outreach activities and services as required, for example, summer schools, family events, talks in schools, campus visits, etc.

5. Work with schools and colleges to help enable them to take up provision offered by other education providers and third party deliverers (funded by DANCOP) in your designated area(s); dealing with enquiries and solving problems as required.

6. Ensure that DANCOP activity in your designated area(s) is recorded accurately on the East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP) database and/or as agreed, working within data protection requirements. Gain a sound working knowledge of the (EMWPREP) database, acting as the EMWPREP contact for education providers in your designated area(s).

7. Ensure all relevant paperwork and reporting is kept up to date, working with schools and colleges to ensure monitoring and evaluation data is sent in a timely manner.

8. Work closely with the Mansfield and Nottingham delivery hubs to ensure a cohesive and collaborative approach.

9. Keep up to date on developments in Higher and Degree Apprenticeships policy, processes and opportunities, and update other hub colleagues as appropriate.

10. Keep up to date with the national widening participation and NCOP agendas, implementing and suggesting developments as appropriate.

11. Represent the DANCOP network externally where appropriate, and disseminate information to other stakeholders as necessary.

12. Developing and managing excellent working relationships with DANCOP stakeholders across Derbyshire and Nottinghamshire, which will involve travelling independently.

13. Demonstrate a commitment to Continuing Professional Development.

14. Other responsibilities commensurate to the level of the role.

Person Specification
1. **Essential Criteria**

**• Qualifications**
A first degree or relevant professional experience.

**• Experience**
Recent experience of working with school staff to achieve shared goals.
Recent experience of developing and delivering activities and resources to support the progression of young people in education.
Recent experience of event management, particularly in the context of activities for young people.
Recent experience of working collaboratively with a range of stakeholders including external partners.
Recent experience of evaluating activities and appropriately revising work practices.

**• Skills, knowledge and abilities**
Knowledge and understanding of higher education; in particular widening participation policy, practice and funding issues.
Up-to-date knowledge of the education sector, especially pre-and post-16 secondary education.
Excellent interpersonal and communications skills and an ability to deal with a wide range of stakeholders and people at all levels of an organisation.
Excellent written and report writing skills.
Ability to work to tight and exact deadlines and to manage own workload.
Excellent proven presentation skills.
Ability to work well in a team environment as well as independently.
Proficiency in standard MS Office packages, including using databases.
Knowledge of safeguarding policy and processes in relation to arranging activities for young people.
An ability to work creatively and to interact positively with young people.

**• Business requirements**
A preparedness to work evenings and weekends when required.
Ability and willingness to travel as required for the role, particularly across Derbyshire and Nottinghamshire.
The successful candidate will be required to complete an enhanced DBS (Disclosure and Barring Service) check.
2. Desirable Criteria

• Qualifications

A relevant project management qualification, such as Prince2 or APM.

A relevant IAG qualification.

• Experience

Experience of working in schools across Derbyshire and Nottinghamshire.

Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230