



Job Description

Widening Access Assistant Centre for Widening Participation and Social Inclusion

36.5 hours per week
Fixed term for 12 months
Grade 4: £19,202 - £22,017 per annum

To promote a flexible workforce, the University will consider applications from individuals seeking full time, part time, job share, or term time only working arrangements.

The Centre for Widening Participation and Social Inclusion (CWPSI) is looking to recruit a bi-lingual Widening Access Assistant who has the confidence, enthusiasm and ability to interact with and explain concepts to school pupils and college students.

This post is funded for 12 months in the first instance and will work with the CWPSI Widening Access Project Co-ordinator to assist in delivering Aberystwyth University's and, explicitly, Reaching Wider Partnership targets in Wales. Specifically, to provide advice and guidance, working with the 'hardest to reach individuals' / those least likely to progress to University, and assist in the removal of potential barriers to entry to further and higher education and training in Wales.

Ideally, you will have some experience of working with young people, and enjoy the challenges, working in a variety of settings and developing your skills. There is scope to develop workshops fitting your own interests and expertise, and to pilot and deliver these. Promotion through social media will develop your written communication skills in a work environment.

To make an informal enquiry, please contact Dr Debra Croft at dec@aber.ac.uk.

Successful applicants will be subject to a satisfactory Disclosure and Barring Service Check (DBS) check.

Ref: CWPSI.18.2356

For information and to apply, please go to <http://jobs.aber.ac.uk>.

We are a Bilingual Institution which complies with the Welsh Language Standards and is committed to Equal Opportunities. You are welcome to apply for any vacancy in Welsh or English and any application submitted will be treated equally.

APPOINTMENTS ARE NORMALLY MADE WITHIN 4-8 WEEKS OF THE CLOSING DATE.



Further Particulars

This job description is subject to review and amendment in the light of the changing needs of the University, to provide appropriate development opportunities and/or the addition of any other reasonable duties.

Main Duties & Responsibilities

- Assist with Primary & Secondary schools and FE College Widening Access programmes and promoting / recording these via departmental social media as appropriate.
- In particular to work with nominated schools and colleges from the North and Mid-Wales Region, delivering advice and guidance sessions and promoting higher education to these pupils / students.
- Where necessary travel independently to schools and colleges, arranging and confirming visits and following up with any requests for further information and contacts.
- Work with the wider CWPSI team on the various projects in the annual calendar (STEM Discovery Days, Your Choice Your Future, British Science Week, Options Explorer, and more).
- Assist in the pre-entry / admissions year support of those from a care leaver, young carer, unsupported by family, background; and those other groups who may need additional support at Visiting Days, Open Days, or ad hoc visits by individuals and groups.
- Assist with the day to day admin in the department (including filing, photocopying, answering the telephone, booking events and arranging room settings, liaising with schools and colleges, etc.).
- To be committed to your own development by engaging fully in the available professional develop programme of workshops and training. This may include training courses on CMS / web systems, advanced Excel and other internal systems as required.
- To undertake health and safety duties and responsibilities appropriate to the post.
- To be committed to the University's Equal Opportunities and Diversity Policy, together with an understanding of how it operates within the responsibilities of the post.
- To be committed to your own development and that of your staff through the effective use of the University's Effective Contribution Scheme.
- Any other duties reasonably requested.

Person Specification

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Degree level qualification; or equivalent experience and knowledge of HE in Wales. 	<ul style="list-style-type: none"> • Youth Leader, Sports Leadership, other similar training.
<p>Experience</p> <ul style="list-style-type: none"> • Work experience in a variety of front-facing / customer service environments. 	<ul style="list-style-type: none"> • Mentoring in a school setting. • Working on residential programmes with young people.



<ul style="list-style-type: none"> • Presenting ideas you are familiar with in English and Welsh; developing workshops and supporting others in delivering workshops. • Working with young people, in a school or more informal environment (this could be a uniformed service for example Brownies, Guides, Cubs, Scouts, St John, etc.). 	
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of Further and Higher Education in Wales and the purpose of widening access. • Use of social media in a work setting – or an understanding of this. 	<ul style="list-style-type: none"> • An understanding of the Primary and Secondary school system in Wales (year groups, qualifications etc.).
<p>Skills</p> <ul style="list-style-type: none"> • Presentation skills (with and without digital aids). • Good writing skills, including proof-reading of work, in at least one language. • Confidence to be adaptable and flexible in delivery method, time, approach. • Record keeping. 	<ul style="list-style-type: none"> • Good time management. • Use of spreadsheets beyond data entry. • Basic data analysis. • Full valid UK driving licence or equivalent right to drive in the UK.
<p>Welsh Language</p> <ul style="list-style-type: none"> • Oral (spoken) and Written Welsh Level B2.* 	<ul style="list-style-type: none"> • Oral (spoken) and Written Welsh Level C1.**

* Oral (spoken) and Written Welsh Level B2. I can :

- listen to, understand and contribute to discussions in meetings and seminars.
- take an active part in discussion in familiar contexts.
- clearly express an opinion.
- present clear, detailed descriptions on a wide range of subjects related to work
- expand and support ideas with supplementary points and relevant examples.
- explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
- give a clear presentation on familiar topics.
- write short pieces of business correspondence, as a letter or email, on a wide range of topics related to my work or my field of interest, and this in standard Welsh without using a template (but using a spellchecker, dictionary, technical resources etc. when necessary).



- take notes or write reports, passing on information or giving reasons in support or against a particular point of view.

**Oral (spoken) and Written Welsh Level C1. I can :

- express myself fluently and unprompted.
- use language flexibly and effectively for social and professional purposes, and contribute confidently to meetings and oral presentations.
- formulate ideas and opinions, and ensure that my contributions are relevant to others.
- respond appropriately to different cultural and social situations.
- present clear detailed descriptions of complex subjects, integrating sub-themes, developing particular points, and rounding off with an appropriate conclusion.
- write clear well-structured texts, expressing points of view at some length.
- write detailed explanations of complex subjects in the form of email, letter, essay or report, underlining the salient issues.
- write different types of texts in styles that are appropriate to the reader in mind.

