



Post Title: Higher & Degree Apprenticeship Outreach Worker

Responsible to: Senior Account Manager – Higher & Degree Apprenticeships

Status: Fixed Term until 31st July 2025. Full Time 37 hours per week

Purpose of the job: To engage with young people aged between 13-18 years old, to promote opportunities within higher and degree apprenticeships. The role will work closely with education and outreach partners to promote access to higher and degree apprenticeships, create a pipeline of applicants, and match to industry opportunities for higher and degree apprenticeship provision available from September 2025.

REASEHEATH COLLEGE MISSION

“Industry focused, career ready”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks and Responsibilities of your Job Role

- Maximise higher & degree apprenticeship opportunities by dealing with inbound queries and engage with the wider College to promote our apprenticeship offer to all students.
- Proactively develop and strengthen relationships with key schools, colleges, teachers, careers advisers and other relevant stakeholders to support access activities, in line with the Schools Engagement and Marketing strategies.
- Co-ordinate and deliver engaging outreach events and activities, specifically working with groups currently under-represented in higher education, both on campus and in schools/off campus locations
- Roll-out and programme manage a programme of events and where appropriate short courses to meet ambitious apprentices targets working with a diverse range of internal and external stakeholders (e.g. schools, colleges, employers, charities and internal curriculum and HE teams).

- Work with our apprenticeship team to identify diversity gaps in our database of potential learners and work with our Access & Participation Co-ordinator on outreach activities to identify strategies to help plug these gaps.
- Work collaboratively with our Uni Connect Higher Horizons partners, and other organisations/partners, to drive access to higher and degree apprenticeships.
- Contribute to the activity of the Access and Participation Steering Group.
- Prepare reports as required for internal committees and project returns.
- Plan and organise own workload to ensure that all project requirements are met to strict deadlines.
- Ensure all personal/confidential learner or business information is handled appropriately and with sensitivity.
- Support Reaseheath College open day events, as and when required.
- Maintains good knowledge and understanding on Reaseheath Apprenticeship portfolio of courses in order to communicate effectively the work-based learning services offered by the College.
- Participates in personal professional development within the team in order to maintain continuous professional development
- Ensures full and accurate traceability of all learner work undertaken by updating the CRM system.
- Operates within the College values and acts as an effective role model and ambassador for the department and the College in order to promote a professional working environment by liaising effectively and pleasantly with all staff at the College.
- Work collaboratively across all College Departments to maximise all potential internal and external opportunities
- Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.

PLEASE NOTE

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS check with barred list information prior to starting employment. You must have the right to work in the UK and will be required to provide evidence to support this.



Person Specification

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Knowledge, Skills & Experience (E – Essential, D – Desirable)	
<ul style="list-style-type: none"> • Minimum of GCSE Maths and English Grade C or equivalent (or willingness to work towards). 	E
<ul style="list-style-type: none"> • IT skills and experience of MS Office Applications. 	E
<ul style="list-style-type: none"> • Must have full driving licence and be available for occasional evening and weekend work. 	E
<ul style="list-style-type: none"> • Excellent communication skills and interpersonal skills at all levels with external and internal stakeholders and customers. 	E
<ul style="list-style-type: none"> • Demonstrable knowledge and experience of higher and degree apprenticeship standards (especially in landbased and associated sectors), entry routes and mechanisms to access apprenticeship programmes 	E
<ul style="list-style-type: none"> • Evidence of prior delivery of outreach activities and promotion which are effective and have an impact on recruitment to higher and degree apprenticeship programmes. 	E
<ul style="list-style-type: none"> • Experience of working with young people between the ages of 13-18 years old. 	E
<ul style="list-style-type: none"> • Proven ability to be proactive, prioritise tasks, learn independently, work unsupervised and within a team, and solve problems 	D
<ul style="list-style-type: none"> • Plan and prioritise efficiently and effectively, taking account of people, processes and resources 	D
<ul style="list-style-type: none"> • Excellent time management and organisations skills including proven ability to plan and organise own workload and work on a range of tasks to meet tight deadlines. 	D
<ul style="list-style-type: none"> • Ability to build effective working relationships with internal and external customers 	D