**JOB DESCRIPTION**

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| Job Title | SUN Progression Mentor (City of Portsmouth College) |
| Salary Scale/Grade | **SO1 - SUP 13** |
| Responsible to | Careers and School Liaison Manager |
| Date of Job Description | June 2023 |
| **Purpose**  The Southern Universities Network (SUN) is comprised of several higher education providers, further education colleges, schools, and other organisations in Dorset, Hampshire, and the Isle of Wight. It is part of the Uni Connect program which aims to contribute to reducing the gap in higher education participation between the most and least represented groups.  We have an exciting opportunity for an enthusiastic candidate to join the team as a SUN Progression Mentor. You will be based at the Highbury Campus and working under the overall direction of Careers and School Liaison Manager with regular liaison with SUN Further Education Project Leaders within the SUN Central team at the University of Southampton.  You will be responsible for working with the Careers and School liaison manager to lead and develop the College's engagement in Uni Connect. You will act as the point of contact for targeted students, working with them on a 1-2-1/small-group basis, to enable them to realise their aspirations, supporting their social and academic progress through to level 4 study, and encourage students to engage in local and national education and employment initiatives. You will liaise with partner institutions, local employers, and other third parties to identify opportunities for target students.  You will work with staff within the Careers team to raise the profile of SUN and Uni Connect and support the development and implementation of projects that support the aims of the Uni Connect program. You’ll have the opportunity to work with Progression Mentors at other colleges within the SUN region to design and develop collaborative projects and resources for target students.  The successful candidate will have:   * Experience of working with young people in an educational environment * Knowledge of the secondary, tertiary, and higher education sectors * Experience of delivering presentations and/or workshops to groups * Proven experience of scheduling and organising group activities * Well-developed administrative and organisational skills with excellent attention to detail | |
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| **Main Duties and Responsibilities:**   * To act as the point of contact for identified targeted students within the college. Provide small group and/or 1-2-1 support to enable them to participate in education and employment initiatives offered by SUN, partner HEIs, further education colleges, training providers, charities, and employers. * Create and deliver presentations and workshops to college students and their key influencers about progression opportunities * Provide support to target students making applications to further study including applications for level 3 and level 4 courses (including apprenticeship pathways). * Lead on the development of activities, programs, and events to support the aims and objectives of Uni Connect. Work with colleagues to ensure new activities aligns with, and complement, existing college activities around progression. * To act as the point of contact for the Southern Universities Network to ensure a strategic and collaborative approach to Uni Connect. * Work with data to identify target students. Interrogate available data to ascertain trends, opportunities and suggest improvements to activity delivery. Facilitate SUN-led interventions and programs within the college ensuring activity is targeted and delivered to target students. * Liaise with partner institutions, local employers, councils, and charities as appropriate to identify opportunities for target students. * To proactively build and maintain relationships with key members of staff within the college to raise the profile of the program and the opportunities available. To identify and co-ordinate appropriate Continuous professional development opportunities for staff. * To implement network strategies to monitor and evaluate projects and Uni Connect activity. To maintain accurate records of events and students to ensure relevant reporting documentation is completed to a high standard and as per the deadlines specified by the SUN. * To represent the college at external meetings as appropriate. Attend meetings with SUN FE Project Leaders and staff in similar roles within colleges across the region (specifically Regional Hub meetings and SUN FE Strategy Days). Share best practice with the group, identify opportunities for collaborative activity and contribute to the SUN post-16 engagement strategy.   **Internal and External Relationships:**   * Active collaboration with SUN Project Leaders based at SUN partner institutions. * Academic and professional staff within City of Portsmouth College. * Communication and collaboration with external partners including local authorities, Local Enterprise Partnerships, and third sector groups. Quality, Standards and Compliance   **Continuous Improvement.**   * To participate in and attend fortnightly 1:1 meeting to receive feedback, discuss performance and recognise achievements. * To attend and participate in monthly team meetings * To work as part of the team to create an inspiring environment with an open communication culture * To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental, and inclusive team culture.   **Personal Development**   * Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College’s aims. * Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * Work within the security guidelines and any relevant codes of practice and rules laid down by the College. * Complies with the College’s Code of Conduct for employees and any regulations which apply to the role/work area Job Description & Person Specification SUN Progression Mentor   **Diversity and Inclusion and College values**   * It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity, diversity and inclusion and College values   **Safeguarding and PREVENT Responsibilities**   * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children   **Data Protection and Confidentiality**   * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to Data Protection and confidentiality   **Health & Safety**   * The post holder will undertake their duties in full accordance with the College’s Health and Safety policies, procedures and risk assessments. * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.   **Additional Duties**   * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area | |
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| **GENERAL:**  The job description is a current statement of the duties and tasks required of the postholder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the postholder’s Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed. | |

**Person Specification**

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| **Job Title** | | SUN Progression Mentor | | |
| **Department** | | Careers Department | | |
| **Salary Scale/Grade** | | **SO1 – SUP13** | | |
| **Criteria** | **Description** | | **Essential Desirable**  **(E/D)** | **Assessed by Interview Application Test** |
| **Education & Qualifications** | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification | | E | A/I/P |
| Knowledge of education sector | | E | A/I/P |
| An understanding of the widening participation agenda with regard to schools, further and higher education | | D | A/I/P |
| **Experience** | Experience of working with young people in an educational, charity or supportive setting | | E | A/I |
| Experience of delivering presentations and/or workshops to groups | | E | A/I |
| Experience working in a supporting role with one of the following groups:   * Young Carers * Young people from military service families * Looked after children/Care Leavers | | D | A/I |
| successful experience of giving presentations to large groups | | E | A/I |
| knowledge of the apprenticeship landscape | | D | A/I |
| **Skills, knowledge, and competencies.** | A sound working knowledge of career-related information and a willingness to develop this further. | | E | A/I |
| Awareness of curriculum developments in the 14-19 sector | | D | A/I |
| Ability to communicate confidently with parents/carers and students | | E | A/I |
| Awareness of current issues and initiatives within the 14-19 sector | | D | A/I |
| Awareness of current developments in post-18 academic courses at levels 4, 5 and 6. | | D | A/I |
| **Personal Characteristics** | Proven experience of scheduling and organising group activities | | E | A/I |
| Ability to set aims and objectives, plan and monitor own workload and establish timelines and consistently review delivery against objectives | | E | A/I |
| Well-developed administrative and organisational skills with excellent attention to detail, including experience of record-keeping and data management | | E | A/I |
| Experience in leading or supporting with the organisation of events | | D | A/I |
| Experience of collaborating in the creation of educational resources | | D | A/I |
| Creative and innovative approach to problem solving, strategic thinking and long-term planning | | E | A/I |
| Ability to seek and collate feedback and data from activities, identify trends and summarise recommendations for senior staff | | D | A/I |
| Experience in setting clear objectives in terms of own workload | | E | A/I |
| Ability to be flexible and adaptable in the approach to work routines, to meet the needs of the college and your student groups | | E | A/I |
| Excellent interpersonal skills, formally and informally, with a wide range of stakeholders internal and external to your FE college & the wider network | | E | A/I |
| Ability to motivate and communicate well with young people and convey accurate information in an appropriate, professional, and concise manner. | | E | A/I |
|  | Ability to speak effectively, conveying information to a range of stakeholders, always adopting a persuasive and constructive style, using empathy to understand the stakeholders’ differing needs | | E | A/I |
| **Other Skills and behaviors** | Equality and Diversity aware and willing to actively promote E&D | | E | A/I |
| A commitment to safeguarding and the wellbeing of learners | | E | A/I |
| Capacity to work such hours as are required during peak time (school/college terms times), including occasional evenings | | D | A/I |
| A capacity for patience and understanding with stakeholders, always maintaining sensitivity to their needs, particularly at times of peak working under pressure | | E | A/I |
| Respect for cultural differences and awareness of how institutional ways of working need to adapt to suit the increasing diversity of student and staff groups | | E | A/I |
| Be fully proficient in the use of the Microsoft Office suite of products | | E | A/I |
| **Special Requirements** | A willingness to travel to SUN Regional Hub meetings and SUN FE Strategy Days  Required to undertake an Enhanced Disclosure and Barring Service (DBS) check | | E  E | A/I |