

**Note:** This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

**JOB TITLE:** Project Assistant - Westminster Skills Club

**REPORTS TO:** Project Officer - Westminster Skills Club

**GRADE:** NG3

### **JOB PURPOSE**

This is a specialist role within Global Recruitment and Admissions (GRA) to deliver the objectives as outlined in the Westminster Skills Club project plan. The post holder will work closely with the Project Officer, the Outreach Manager, colleagues across the University and external partners to deliver this. The post is fixed term and funded from the Quintin Hogg Trust.

### **PRINCIPAL ACCOUNTABILITIES**

1. Work with the Project Officer in the organisation and delivery of the Westminster Skills Club project according to the objectives outlined in the plan.
2. Promote 'Westminster Skills Club' to targeted schools and colleges to engage them in the project using communication plans as directed by the Project Officer. This can include email campaigns, invitations, written letters and social media.
3. Plan and deliver engagement activities to be undertaken during the period of the project. The extent of this support will be determined by the Project Officer and the Outreach Manager.
4. Assist the Project Officer in other pan-London projects to help foster the collaborative objectives in the plan.
5. Create databases of personnel involved in the project both internally and externally and maintain accuracy throughout. This will include schools and colleges as well as employers and professional bodies and staff that we engage with.
6. Work with the Project Officer in the creation of materials in both printed and digital format and undertake research for these materials.
7. Record information such as attendees, event feedback and partner involvement in the engagement activities during the time of the project and to be able to contribute to the reporting of these.

8. Monitor any costs in relation to the project being undertaken and to provide information to the funding body as and when required.
9. Deliver a high quality, courteous, efficient and customer focused service to clients involved in the project and event attendees.
10. Undertake other duties as required by the Project Officer and wider colleagues in Global Recruitment and Admissions

## **Context**

This is a post within Global Recruitment and Admissions. The Department provides professional recruitment, admissions and marketing services for the University's leadership team, and those of its faculties based at the University's main sites in the West End of London and at Harrow, in all aspects of the pre-arrival experience of students.

The Student Recruitment and Marketing Services Team will implement the delivery of the University's strategy on student recruitment in the UK, EU and specific overseas markets and strengthening the co-ordination and support for our Outreach programme and partnership and agent activities. The aim of the campaigns is to encourage students with the potential to excel at Westminster to make successful applications and join our community, and to influence those who offer a variety of support to students of all ages and backgrounds.

The Professional Services Departments work collaboratively within one resource envelope to contribute to the continuing success of the University. Recent reviews and restructures have taken forward a long term aim to work within a matrix structure that enables flexible deployment of staff, as and when needed. Pro-active and participative approaches to administration are encouraged and all senior management post holders are expected to work collaboratively with networks of staff across the University, fostering good relationships across departmental boundaries, to support applicants and students. Good working relationships between these departments are viewed as essential to the provision of a quality support service for students and other staff, both within the University and its Associate Colleges.

All departments are expected to think creatively about the effectiveness of the University's administration and to initiate change and innovation in accordance with the needs and expectations of Westminster as a modern, professional, international university. Key to the success of the professional support functions is the need to continue to develop positive, forward-looking, relationships with academic colleagues and to foster a service ethos whereby efficient, effective and consistent support frameworks, policies and processes are developed in partnership with academic colleagues; innovation is supported and encouraged, and all activities support the achievement of University objectives by enhancing the quality of the student and staff experience.

Professional Services is Investors in People (IiP) accredited, and has achieved the National Customer First standard. The post holder will be expected to deliver a high quality service and exhibit the highest standards of professional conduct and performance ensuring these are reflected in staff teams. The post holder will also be expected to set standards of professional conduct in line appropriate professional membership and competencies frameworks.

**Dimensions**

One year, fixed term, full-time.

**Key relationships**

- Westminster Skills Club Project Officer
- Outreach Manager
- External partners - Schools and Colleges
- External partners - Employers and professional bodies
- External partners - Other pan-London partners
- Academic and CS managers with responsibilities for engaging with Outreach initiatives

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

Essential	A relevant degree or track record of equivalent experience.
	A minimum of GCSE in English Language and Mathematics

### **TRAINING AND EXPERIENCE**

Essential	Experience of working with secondary, further and higher education including teachers/lecturers and/or pupils
	Experience in dealing with students in an educational setting
	Relevant administration experience in a student related environment or similar
	Experience in dealing with public enquiries, both in the office and at events/exhibitions/trade fairs
	Experience of running student led events or similar type of activities
Desirable	Experience of working in a large complex organisation
	Experience of events planning, organisation and management
	Experience of working with youth groups and engaging groups of people
	Experience of using student records systems.
	Experience of working with invoicing and/or financial systems

### **SKILLS**

Essential	Established IT skills including knowledge of a range of Microsoft Office packages on PC or Mac.
	Excellent verbal and written communication skills
	Good interpersonal skills and the ability and confidence to deal sensitively and tactfully with enquirers making career and life choices
Desirable	Experience of writing risk assessments and DBS processing
	Competence in producing, understanding and interpreting statistics

## **KNOWLEDGE**

Essential	Knowledge of secondary education system and national educational qualifications
	Knowledge of undergraduate higher education application and funding/finance systems
Desirable	Knowledge of government and/or collaborative partnerships within the HE Sector
	Knowledge of child protection issues and DBS records

## **PERSONAL QUALITIES**

Essential	Self-starter with initiative as well as team work skills and ability to work to deadlines
	Ability to manage own workload and to work with minimum supervision
	Flexibility, patience and tact
	Enjoyment of working with people
	Ability to deal with and understand people from a range of backgrounds
	Confidence when leading a group of people and engaging them in activities