

JOB DESCRIPTION		
Job title: Outreach Administrator	Accountable to: Outreach Administration Manager	
Contract length: Permanent	Hours per week: 35	Weeks per year: 52
Salary: 29,358 - 35,839	Grade: 3	
Service: ADS	Location: Central Saint Martins, King’s Cross	
What is the purpose of the role?		
To work flexibly as a member of the University Outreach Team, providing administrative support to the Team and taking responsibility for effectively supporting the team’s Widening Participation programmes.		
Duties and Responsibilities		
<ul style="list-style-type: none">• To support the UAL Outreach team in the planning, organisation and delivery of Outreach activities (at schools, FE colleges, and community and cultural organisations). This will include but not be limited to visits, advice days, courses, workshops and exhibitions.• To take responsibility for supporting and progressing Outreach activities. Examples would include:<ul style="list-style-type: none">• Developing publicity databases and circulating information• Dealing efficiently with enquiries from potential participants in projects, on the telephone, by email and in writing, checking and explaining eligibility criteria in respect of the targeting of programmes• Issuing responses to applications• Regular communication with external partners, responding to queries and providing information as appropriate Issuing registers for programmes• Booking accommodation for programme delivery• Preparing contract paperwork for hourly paid staff• Dealing with day to day enquiries from staff delivering programmes• Ordering materials required for programme delivery• To maintain accurate systematic records in support of the Outreach work of the College and University, supporting the analysis of data, the collation of information and the production of reports. Such records will include:<ul style="list-style-type: none">• The profile of participants.• The allocation and utilisation of resources• UAL employees in relation to pay and safeguarding• The allocation of budgets and tracking of expenditure• Mailing lists and contact information of partner organisation and their staff• To liaise with Estates over team accommodation issues, and develop and maintain an inventory of accommodation and equipment.		

- To support the recruitment, training and criminal records checking process for Student Ambassadors.
- To assist in establishing and maintaining effective communication channels with the relevant University staff to ensure their support for students from WP backgrounds transitioning to UAL courses.
- To assist with arrangements for team events, such as training and away days. This may include liaising with speakers / trainers / researching and booking venues, maintaining attendance lists, collating feedback and ensuring any appropriate follow up action is taken.
- To demonstrate a commitment to make use of all information and communications to meet the requirements of the role and promote organisational effectiveness.
- To develop an awareness of departmental operations and bring forward suggestions for more effective administrative and communication systems.
- To work effectively as a member of the University Outreach team, supporting other team members in delivery of Outreach programmes.
- Provide administrative support for the Outreach Team, including clerking at team meetings and other meetings as required by the Associate Dean of Outreach.

General

- To perform such duties consistent with your role as from time to time may be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

To conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships

Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Outreach Administration Manager
- Outreach Administrators
- Senior Outreach Manager
- Associate Dean of Outreach
- College Outreach Managers/Practitioners
- Outreach Digital Curator /Digital Assistant
- College Academic staff
- College Academic Support staff

- College Recruitment and Marketing staff
- College Admissions staff

Last updated: September 2019

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<p>Knowledge of widening participation issues in arts, design and communication further and higher education</p> <p>Level 3 Qualification (e.g. A' Levels, Extended Diploma)</p> <p>Commits to own development through effective use of the University's appraisal scheme and staff development process</p>
Relevant Experience	<p>Experience of providing administrative support in a further and/or higher education environment.</p> <p>Has experience of supporting projects and/or programmes in an educational setting</p> <p>Can carry out work independently and use initiative in carrying out activities within remit</p> <p>Experience of effective use of institutional student (or similar) records systems / databases (D)</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media to a variety of audiences
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

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