



Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Student Life
Job Title:	Reaching Wider Events Coordinator
Department/Subject:	<i>Reaching Wider</i>
Salary:	<i>£28,759 – £32,332 per annum, Grade 6</i>
Hours of work:	<i>35 per week</i>
Number of positions:	<i>1</i>
Contract:	This is a fixed term position until 31/08/25
Location:	This position will be based at the Singleton Campus but will include work on Bay Campus and in the local area of Swansea, Neath Port Talbot, Carmarthenshire, and Pembrokeshire.

Main Purpose of Post	<ol style="list-style-type: none"> 1. To work as part of the Reaching Wider team to implement the Reaching Wider South West Partnership strategy 2. To prepare and deliver presentations and workshops to groups of school pupils, college students, parents and foster carers 3. To assist with recruitment and training of student leaders to work on Reaching Wider events 4. To brief student leaders on their roles and responsibilities and to supervise them during events 5. To liaise with primary and secondary schools to promote programmes and events and recruit participants who meet relevant criteria 6. To liaise with academic and administrative departments including room bookings, catering, finance and HR, to ensure the smooth delivery events. 7. To develop and deliver new resources, workshops and presentations where appropriate 8. To be familiar with safeguarding and health and safety procedures and follow at all times 9. To ensure any staff working on the day are familiar with safeguarding procedures and follow at all times 10. To complete risk assessments for all events 11. To produce written reports on events on request 12. To undertake evaluations on events and maintain accurate, up-to-date records of schools and programme participants to aid monitoring, tracking and evaluation 13. To monitor spend and keep up to date and accurate financial records for events 14. To have residential responsibility on residential programmes 15. To share and disseminate widening participation information and best practice with colleagues from other institutions 16. To update content on webpages and social media accounts 17. To use all aspects of Microsoft Office, including database management 18. To communicate effectively with the team members and all partners in the project <p>To present information at and attend weekly team meetings, and the regional Operational group</p>
General Duties	<ol style="list-style-type: none"> 19. To fully engage with the University's Performance Enabling and Welsh language policies 20. To promote equality and diversity in working practices and to maintain positive working relationships. 21. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 22. Any other duties as agreed by the Faculty / Directorate / Service Area. 23. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy.
Professional Services Values	All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values



	<p>from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p>We are Professional</p> <p>We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p> <p>We Work Together</p> <p>We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p>We Care</p> <p>We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<p>Person Specification</p>	<p><u>Essential Criteria:</u></p> <p>Values:</p> <ul style="list-style-type: none">• Demonstrable evidence of taking pride in delivering professional services and solutions• Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.• Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience <p>Qualification:</p> <p>Educated to A level standard or equivalent to include at least one A level in a STEM (Science, Technology, Engineering and Mathematics) subject.</p> <p>Experience:</p> <ol style="list-style-type: none">1. Extensive experience of organising and delivering educational activities for young people from Reaching Wider target groups with a focus on STEM delivery2. Experience of working with primary and / or secondary schools3. Experience of preparing and delivering STEM workshops, lessons or presentations to children and young people <p>Knowledge and Skills:</p> <ol style="list-style-type: none">1. Evidence of competence in standard office IT: word processing, presentations and email.2. Knowledge of UK secondary and higher education systems3. Evidence of a passion for STEM subjects4. Proven excellent communication skills both written and oral5. Ability to communicate confidently, enthusiastically and effectively to children, young people and their families6. The ability to liaise with a wide range of people with tact and diplomacy7. An understanding of safeguarding procedures and regulations8. Able to work independently and/or with others in a team to achieve results.



	<ol style="list-style-type: none"> 9. Excellent organisational skills and the ability to adapt flexibly and respond agilely to changing scenarios 10. Evidence of a good understanding of and enthusiasm for widening participation in higher education 11. Willingness to work flexibly at key times throughout the year with occasional evening and weekend work 12. Ability to be residential on residential programmes for 1 - 2 weeks per year 13. Willingness to travel throughout the South West Wales region (where appropriate adjustments in line with DDA will be considered). <p>Desirable Criteria:</p> <ol style="list-style-type: none"> 14. Demonstrable experience of working within a Higher Education Widening Participation/Outreach environment 15. Ability to speak Welsh due to some contact with Welsh Medium schools. 16. A First Aid qualification
<p>Welsh Language Level</p>	<p>Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.</p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.</p>
<p>Additional Information</p>	<p>Informal enquiries: a.t.davies@swansea.ac.uk</p> <p>A satisfactory DBS certificate must be provided before a start date can be confirmed</p>

