



Staffordshire
University
Services Limited

Job Description

Job Title	Uni Connect Hub Manager (Staffordshire University)
School/Service/Institute	Student Recruitment, Admissions and Partnerships
Normal Workbase	Stoke
Tenure	Fixed Term to 31st July 2023
Grade/Salary	Grade 7
FTE/Hours	1.0 FTE

Job Purpose

As part of the Office for Students UniConnect Programme the role will be responsible for managing the successful operation of a sub-regional Outreach Hub at Staffordshire University. Keele University is the lead and accountable institution for the Office for Students funded Uni Connect Programme. Higher Horizons Uni Connect is a partnership, involving other local universities and colleges. Higher Horizons delivers outreach activities to a list of targeted secondary schools and colleges in the local area aimed to help young people from backgrounds underrepresented in higher education progress to higher-level study. As part of this programme, the Uni Connect Hub Manager will be responsible for managing the successful operation of an Outreach Delivery Hub. Under direction from the Central Management Team at Keele University, the Hub Manager will be responsible for meeting all school engagement targets for the project by overseeing the delivery of outreach activities and events to a target list of secondary schools and college throughout Staffordshire, Shropshire and Cheshire. The Hub Manager will also be responsible for the management of the Staffordshire University Delivery Hub budget; the management of data collection and evaluation of outreach projects; and meeting reporting requirements set by the Central Management Team and the Office for Students. The Hub Manager will also have line management responsibility for the Delivery Hub team.

Relationships

Reporting to:	Head of Schools Liaison
Responsible for:	Uni Connect Hub Officer Uni Connect Hub Administrator
Key working relationships:	SRAP (Head of Schools Liaison, Head of HE Partnerships, Head of Admissions)

	Keele University – central team/ lead for Higher Horizons Uni Connect
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Main Activities

Main duties and responsibilities

- To manage and be responsible for the successful operation of Staffordshire University's Higher Horizons+ Uni Connect Hub.
- To manage the Hub budget effectively, ensuring that Project Officers are maximising the use of project funding.
- To have an oversight of the account managed schools that sit within the Staffordshire University Higher Horizons+ Hub, delegating responsibility to Project Officers as appropriate.
- To line manage, and operationally manage, two project officers that will be working on targeted outreach activity with partner schools and colleges
- To line manage and steer one Strategic Outreach officer who will operationally report to the Central Higher Horizons team at Keele, but work within the Staffordshire Hub and closely with Staffordshire's Outreach and Schools Liaison team on joint programmes
- To be responsible for reporting on all aspects of the Hub's budget and activity to the Higher Horizons Central Management team at Staffordshire University
- To take responsibility for the Staffordshire Hub achieving all targets set by the Central Management team in accordance with the Office for Students funding terms and conditions.
- To develop and deliver a range of agreed outreach activities such as school workshops, summer schools, master classes and young person conferences in accordance with the Higher Horizons Progression Framework.
- To oversee the effective gathering of participant information in order to allow the monitoring and evaluation of impact by the Central Management team and the Office for Students.
- To be responsible for liaison with Staffordshires academic staff and professional services staff, ensuring buy-in where appropriate, so that institutional staff can contribute to outreach activities delivered by Higher Horizons.
- To be responsible for liaison with third parties that will benefit the aims and objectives of the programme.
- To work accurately to meet all deadlines set by the Central Management team, including on the development and delivery of activity, and on all reporting requirements of the Hub.
- To be responsible for bringing to the attention of the Higher Horizons Operations Manager in a timely manner any problems or issues which may have a detrimental impact on the project.
- Any other duties as deemed necessary by the Higher Horizons Operations Manager

and/or Head of Higher Horizons.

- To work with the Central Management team to ensure all communications and marketing of the project is relevant, up to date, and appropriate for a school audience.
- To contribute to, and manage Hub involvement in, social media campaigns run by the Central Management team.
- To contribute to marketing materials developed by the Central Management team.
- To act as the main point of contact for senior leaders in account managed schools i.e. Heads and Principals
- To provide written reports for the Higher Horizons Management Steering Group and Higher Horizons Governance Group on Hub progress against targets.

Team Work

- To work with other Hub Managers across the Higher Horizons+ network to build effective relationships.
- To work alongside the Staffordshire University SRAP (Student Recruitment, Admissions and Partnerships) team to ensure that activity offered by both teams is complementary and avoids duplication.
- To attend monthly Operations Meetings with Central Management team Managers and Hub Managers to report on Hub activity.

Supervision / Staffing

- Lead, manage and develop Staffordshire Delivery Hub staff.

General

- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

The postholder will be required to travel and represent the University in the UK. There may be the need to stay overnight on occasions.

There will be a need for the postholder to work occasional evenings and weekends to cover marketing and recruitment and outreach activities

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This

framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.