

JOB DESCRIPTION

POST: SCiP Alliance Officer

DATE: October 2019

SERVICE: Widening Participation

POST NO: WPN-B19

STARTING DATE: As soon as possible

SALARY RANGE: Grade 5 - £23,067 to £25,941 per annum, pro rata (actual salary £4,613 to £5,188)

HOURS: Part time, 0.2fte

INDEFINITE/FIXED TERM: Fixed until July 2020

REPORTING TO: Katherine Lawrence

THE POST

This is an exciting opportunity to play a key role in a small team leading this high-profile national organisation, supporting project planning and delivery and developing nationwide relationships with key stakeholders on behalf of the University.

The Service Children's Progression (SCiP) Alliance is a unique national partnership supporting the educational progression of children from Armed Forces families. The Alliance leads national collaborative activity to develop a robust evidence base, connect and support practitioners and influence the policy environment. We are a leading voice in the sector and this role will support the growth in scope and quality of our activity. The Alliance is led by the University of Winchester and is funded and supported by the MoD.

The postholder will require strong communication skills and an enthusiastic and flexible approach to working with a diverse and often senior stakeholder group. Sound administrative skills and an attention to detail are essential. They will have a track record of managing a busy workload to achieve results. Experience of organising and evaluating events and an interest in being part of the Armed Forces charity sector would be an advantage.

MAIN DUTIES AND RESPONSIBILITIES

The SCiP Alliance Officer will work with the management team to deliver the Alliance's strategy and develop existing and new activities. Tasks will be split across three key areas of activity:

Communication (40%):

- Using a CMS to update and develop website content
- Developing the Alliance's social media profile
- Collaborating effectively and developing relationships with stakeholders in government departments, devolved governments, university, college, school, charity, local authorities and other partners

Finance (20%):

- Maintaining financial records, developing systems to manage budgets and producing reports

Administration (40%):

- Organising and administering conferences, events and meetings such as national board meetings,
- Evaluating events and projects
- Creating resources and developing activities
- Dealing with and administering contracts with external consultants
- Supporting the Director, Head of Operations and Research Officer in their daily work

General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

The successful candidate must be willing to:

- Attend meetings or events outside normal working hours
- Be flexible regarding taking leave outside of peak periods
- Travel throughout the UK to attend meetings and other events.

CONDITIONS OF SERVICE

The appointment will be made at Grade 5, currently £23,067 to £25,941 per annum (pro rata £4,613 to £5,188) and annual incremental progression within this range. Starting salary will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities. Periodic travel within the UK may be required.

Normal hours of work will be 7.4 per week, to be worked between the hours of 8.30am and 5.30pm, Monday to Friday, by agreement with your Line Manager.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 21 days per annum, plus Bank holidays and University discretionary days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

Holiday entitlement is increased by five days on completing five years' service prior to the commencement of a leave year on 1 August.

The successful candidate will be required to complete a Police check by the Criminal Records Bureau. The University completes DBS checks in accordance with the DBS Code of Practice. Further details regarding the DBS Code of Practice can be obtained from the Human Resources Department, or from the DBS website www.dbs.gov.uk.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last four columns on the Person Specification (labelled A, I, P and T) indicate how each attribute is assessed.

A = application form, I = interview, P = presentation, T = test

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	T
<u>EDUCATION/TRAINING</u>					
A Levels or equivalent	X		X		
Honours Degree		X	X		
<u>EXPERIENCE</u>					
Working collaboratively in a team	X		X	X	
Proven experience in organising and evaluating events, activities and meetings	X		X	X	
Managing budgets	X		X	X	
Project management		X	X	X	
Servicing meetings involving a wide range of external partners, including senior management		X	X	X	
Working with multiple stakeholders in the public sector		X	X	X	
Responsibility for developing and managing communications		X	X	X	
Experience of accounting systems and procedures; including purchase ordering and month/year end reconciliations		X	X	X	
<u>KNOWLEDGE</u>					
Microsoft Office	X		X		
Competent using online conferencing and networking tools	X		X		
Competent using social media to connect and to communicate key	X		X	X	

messages					
Willingness to learn new software and use of website CMS	X			X	X
An understanding of Higher Education		X		X	X
An understanding of Service children's opportunities and challenges		X		X	X
<u>SKILLS/ABILITIES</u>					
Excellent, accurate written and verbal communication skills	X			X	X
Well-developed administration skills with high attention to detail	X			X	X
Ability to manage and monitor budgets, producing clear budget reports	X			X	
<u>PERSONALITY</u>					
Successfully works autonomously and takes the initiative but has the flexibility to ask for advice or accept direction from others when required.	X			X	
Ability to cope with pressure and reliably meet deadlines	X			X	
Able to build positive relationships with a range of people	X			X	
Able to exercise discretion and maintain confidentiality	X			X	
<u>OTHER</u>					
Willingness to travel within the UK	X			X	

FURTHER INFORMATION

Health & Safety

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 University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

Our values

We are a community committed to making a difference, passionate about seeing individuals and communities flourish.

Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

Compassion

Conscious of the kinship that exists between all life; we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

Individuals Matter

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

Spirituality

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity, beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love.

Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

Mission Statement:

'To educate, to advance knowledge and to serve the common good'

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students' time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.