

Aimhigher Associate and Ambassador Officer (Maternity Leave Cover)
Salary circa £8,700 - £9,500 per annum
18.5 hours per week, 43.8 weeks per year (including 3.8 weeks paid holiday)
Fixed term until June 2011

We are currently looking for an Aimhigher Associate and Ambassador Officer to co-ordinate the College's Aimhigher Schemes. The main duties for this role include organising the schedule of events, liaising with relevant parties to recruit, train and co-ordinate the students on the scheme and to maintain and summarise administration records.

As an experienced administrator, with experience in using Microsoft Office and spreadsheets, you will have GCSE grade C or above in Maths and English or the equivalent, and a high standard of written English with the ability to work accurately on documents and procedures. You will also have proven organisation skills, along with excellent interpersonal and communication skills.

Applications received by 25 March 2010 will receive first consideration. However, we reserve the right to close the post earlier if necessary.

A job description and application pack can be obtained from our website:
www.colchester.ac.uk. Applications, by CV if preferred, should be emailed to
jobline@colchester.ac.uk.

Vacancy Information

Job ref: 09-053

Aimhigher Associate and Ambassador Officer (Maternity Cover)

Hours	18.5 hours per week, 52 weeks per year, including 3.8 weeks paid holiday
Salary	£20,604 - £22,518 per annum pro rata (Actual Salary £8,677 - £9,484)
Duration	Fixed term until June 2011 to cover maternity leave
Location	Colchester
To apply:	Please complete and return the enclosed application form, or send in your CV with covering letter if preferred, by email to jobline@colchester.ac.uk . In either case, or if you have already sent in your CV, we would be grateful if you could complete and return the enclosed equal opportunities monitoring form.

Applications received by 25 March 2010 will receive first consideration. However, we reserve the right to close the post earlier if necessary.

Additional Information

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you are offered the post we will need to obtain a satisfactory Criminal Records Bureau Disclosure for you.

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website www.colchester.ac.uk to obtain further details about the College

What is Aimhigher?

Aimhigher is a national programme which aims to widen participation in higher education (HE) by raising the aspirations and developing the abilities of young people from under-represented groups. The Government has set a target that by the year

2010, 50 per cent of those aged between 18 and 30 should have the opportunity to benefit from higher education. The role of Aimhigher is to:

- Raise aspirations and motivation to enter HE among young people in schools, further education and workplace learning, who are from under-represented groups
- Raise the attainment of potential HE students, who are from under-represented groups, so that they gain the academic or vocational qualifications and learning skills that will enable them to enter HE
- Strengthen progression routes into HE via vocational courses, including Apprenticeships, whether they are delivered in schools, colleges or the workplace
- Raise students' aspirations to enter HE and to apply to the institution and/or course best able to match their abilities
- Improve the attainment, aspirations, motivation and self-esteem of gifted and talented young people aged 14-19; and the quality of identification, provision and support for those students in schools and colleges

Jointly funded by the Higher Education Funding Council for England (HEFCE) and the Department for Education and Skills (DfES), the Aimhigher programme operates across nine regional partnerships and 45 area partnerships throughout England. Aimhigher encompasses a wide range of activities to engage and motivate students and young people aged 13-30 from all walks of life, who have the potential to enter higher education but are under-achieving, undecided or lacking in confidence. The programme particularly focuses on young people from disadvantaged social and economic backgrounds, ethnic minority communities and the disabled. Most Aimhigher activities take place at a regional and area level, which allows them to be tailored to the needs of specific communities. As a result the range of Aimhigher activities is extremely broad, however the types of activities listed below are common to many areas.

- Offering information, advice and guidance to potential HE students and their teachers and families so that learners are well advised about their future
- Organising summer schools, taster days, master classes and mentoring schemes to raise the aspirations and attainment of young people with the potential to enter HE
- Working with employers and training providers to progress students onto vocational routes to HE
- Working to encourage those already in the workplace to become full-time, part-time or distance learning students

Activities at a regional and area level are supported by national Aimhigher activity, including a roadshow for schools and colleges, the Aimhigher portal website (www.aimhigher.ac.uk) and a range of information booklets about HE aimed at practitioners, stakeholders and the target cohort.

COLCHESTER INSTITUTE
JOB DESCRIPTION

Ref 09-053

JOB TITLE:	Aimhigher Associate and Ambassador Officer (Maternity Leave cover)
RESPONSIBLE TO:	HE Operations Manager
SALARY:	18.5 hours per week, 43.8 weeks per year (including 3.8 weeks paid holiday)

Overall Responsibilities

To work within the HE Operations team to co-ordinate the Aimhigher Associates and Ambassadors schemes.

Main Duties

1. To undertake the full range of administrative and liaison duties required of a student scheme coordinator.
2. To maintain accurate and appropriate administration records for auditing and funding purposes of all Associate and Ambassador activities and produce summary reports of that data.
3. To work with various departments within the college including Marketing, Admissions, Human Resources and Centre Heads in coordinating the selection, training, deployment and remuneration of students on both schemes.
4. To liaise with Aimhigher Officers, school teachers, careers staff and college tutors as appropriate in coordinating the activities of students on both schemes.
5. To generate and maintain guidelines and procedures for the conduct of students on both schemes
6. To organise the schedules of activities for students on both schemes
7. To assist in the production of training materials for students on both schemes and contribute to student training sessions.

8. To coordinate planning, training and feedback meetings with Associates and Ambassadors
9. To provide content for the college web site and portal to promote the Aimhigher student schemes (eg application procedures, roles, responsibilities, guidelines, case studies)
10. To organise the selection, stocking and supply of Ambassador uniforms (eg polo shirts, sweat tops) as necessary.
11. To have an understanding of the issues that may affect progression to higher education by Aim Higher student groups.
12. To undertake staff development as appropriate
13. Work to promote and apply the College's Safeguarding and Child Protection policy and practices.
14. To undertake such other duties as may be required by or on behalf of the Colchester Institute provided they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Colchester Institute.

March 2010

	Essential	Desirable
Qualifications and Training	Good standard of general education indicated through good GCSE grades or equivalent including grade C or above in Maths & English	Level 3 qualifications
Knowledge and Experience	Administrative experience including regular use of Microsoft Office Experience in handling and using information from spreadsheets An understanding of safeguarding and a commitment to creating a safe learning environment.	To have an understanding of the issues that may affect progression by school pupils and college FE students to Higher Education
Skills and Abilities	Excellent interpersonal skills Proven organisational skills Ability to maintain good working relationships with different teams and work with a wide range of people. Excellent communication skills High standard of written English and the ability to work accurately on documents and procedures	Development of office information systems Organisation of events Report writing
Special Requirements	A flexible approach to working patterns.	