

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Access & Participation Lead – Higher Education	Post Number:	CS1348P
Daily Supervision:	Assistant Principal – Higher Education	Grade:	CSS Scale 7-8
Department:	Higher Education	Last Updated:	May 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To provide support for access and participation in relation to underrepresented groups and the delivery of interventions.

To design, deliver and evaluate activity relating to the objectives laid out in the Access and Participation Plan.

The role also requires active engagement with applicants and those already studying with us on Higher Education programmes to ensure their success, continuation and progression to graduate employment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

To line manage team members as appropriate to promote access and progression in higher education (HE) through a variety of online and face-to-face activities, working towards the achievement of the objectives set in the Access and Participation Plan.

Support internal relationships to develop, co-ordinate and monitor in person and online information, advice and guidance to support access and participation in HE.

To project manage all Access and Participation activities – including budgets, staffing and associated data / information.

To be responsible for the development, implementation and evaluation of a programme of imaginative, relevant and targeted activities and events designed to raise awareness of the Higher Education opportunities to study at Lincoln College.

To support the Recruitment team to represent and promote the HE offer to both internal and external markets through providing knowledge of access and participation barriers and interventions.

To review the effectiveness of individual activities on an on-going basis in line with set evaluation processes and criteria, and report these as part of the annual OfS review and monitoring process.

To contribute to the development and/or updating of required learning resources and providing key Access and Participation updates to colleagues across the college.

To collect and maintain data, statistics, reports and records as required within the scope of the post, both for internal and external purposes, specifically OfS monitoring and funding.

To work with the Assistant Principal Higher Education and Marketing team to proactively target appropriate stakeholders for both the development and delivery of access-specific activities.

To keep actively informed of trends and developments in secondary and vocational education and to provide suggestions as to what activities and resources Lincoln College could offer in response to these.

To support students and academic tutors with HE applications, including the provision of tailored 1:1 support for individual students either online or in person.

To liaise with key staff within the College and appropriate external bodies to support students and clients to achieve their careers and education information, advice and guidance aims.

To have awareness of and the ability to work within Competition Markets Authority regulations and standards for the consistency of information provided to prospective students.

To significantly contribute to the design and development of community outreach, identifying potential partners, conducting background research and leading on prospective communications.



To uphold client confidentiality and data protection requirements.

To promote the development of the Equal Opportunities Policy throughout all aspects of employment.

To develop and maintain quality standards appropriate to the post.

To maintain professional standards and expertise by undertaking relevant professional development.

To conform with the Health & Safety requirements to the post.

To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	Degree or equivalent qualification or substantial relevant experience	A/I
2	GSCE English and maths Grade 4/C (minimum)	A/I
3	A good understanding of information, advice and guidance issues and barriers to progression to HE for under-represented groups.	A/I

	Skills/Abilities – Interpersonal	PSM
4	Ability to work collaboratively with colleagues, contribute to team meetings, and participate in departmental initiatives and activities	A/I
5	Experience of delivering one to one and group careers and education information, advice and guidance interventions	
6	The ability to respond to individual learning needs	A/I
7	The ability to communicate effectively to a wide range of people	A/I

	Experience	PSM
8	Experience of working on outreach and/or student support activity	A/I
9	Experience of taking responsibility for planning and co-ordinating events	

	Work Related Circumstances	PSM
10	An understanding of the challenges facing people in education and the tools to overcome these	A/I

	Skills/Abilities - Other	PSM
11	Excellent interpersonal skills which can be adapted to meet the needs of students, colleagues and other partners.	A/I
12	Excellent organisation skills such as time management, planning, and goal setting	A/I
13	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
14	The ability to promote equality, diversity and inclusion throughout all aspects the role	A/I

Prepared By:	Melanie Watson
Date:	May 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test