

JOB DESCRIPTION

JOB TITLE	Access and Widening Participation Officer
TYPE OF CONTRACT	Permanent, full-time
RESPONSIBLE TO	Access and Widening Participation Manager
COUNTERSIGNING MANAGER	VP Academic, Research & Student Affairs
GROSS ANNUAL SALARY	Grade 3 £30,068 - £33,842
HOURS OF WORK	35 hours per week; Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Access and Widening Participation Manager, VP Academic, Research & Student Affairs, Director and Deputy Director of Drama School, Admissions, other staff across LAMDA
INTERNAL	
EXTERNAL	Schools, colleges, theatre companies, youth agencies, graduates and industry professionals, peer group in other conservatoires and HE more widely
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
HOLIDAY ENTITLEMENT	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations

BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) PENSION	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(3) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(4) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(5) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(6) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(7) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(8) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(9) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket

JOB PURPOSE

Champion access and opportunity at one of the world's leading drama conservatoires. In this role you will design and deliver outreach programmes that open doors for young people from under-represented backgrounds — transforming who gets to train at LAMDA. Working closely with the Access and Widening Participation Manager, you will ensure that all events and initiatives are well-planned, effectively run, and rigorously evaluated so that LAMDA can demonstrate its commitment to a more equitable creative sector.

DUTIES AND RESPONSIBILITIES

Partnerships and Outreach

- Maintain and grow LAMDA's network of contacts at schools, colleges, youth arts groups and other organisations locally and nationally.
- Collaborate with other drama schools, conservatoires and HE institutions to arrange and deliver joint activities.
- Engage in personal professional development by attending industry and Access and Participation events to keep abreast of current practice.
- Represent LAMDA externally and deputise for the Access and Widening Participation Manager at meetings and events as required.

Graduate Ambassador Scheme

- Oversee the recruitment, onboarding and development of Graduate Ambassadors each year.
- Organise training opportunities for Graduates by liaising with internal departments and external partners.
- Allocate Graduate Ambassadors to AWP activity using HEAT (Higher Education Access Tracker).

Programme Delivery — Pathways, LAMDA Local and Shakespeare in Schools

- Provide practical and administrative support for LAMDA's Pathways and LAMDA Local programmes, including:
 - Supporting and overseeing the delivery of workshops, both in person and online
 - Liaising with participants and workshop leaders before and after events
 - Creating resources including schedules and handouts
 - Designing application forms and managing sign-ups
 - Booking travel and accommodation for staff and participants
 - Inputting participant and activity data into HEAT
- Assist the AWP Manager and the Drama School to produce the annual Shakespeare in Schools tour, from scheduling through to production.
- Administer free tickets to LAMDA productions for Pathways participants and school groups, in collaboration with the Front of House Manager.
- Brief and engage staff delivering AWP activity, including Drama School teaching staff, current students and alumni, ensuring contractual arrangements are in place.

Monitoring, Evaluation and Reporting

- Assist the AWP Manager to compile evaluation reports on access and participation projects, including equality and diversity data, case studies and feedback documentation.
- Assist in monitoring, evaluating and delivering application fee waivers and targeted bursaries for LAMDA's short courses and undergraduate degrees, working closely with Admissions.
- Work with the Marketing & Communications team to promote the programme to key target audiences.

Finance and Administration

- Administer financial processes for the department: processing timesheets and invoices, updating contracts and raising purchase orders.

Safeguarding and Wellbeing

- Have due regard for health and safety and safeguarding practices at all times.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>Excellent written communication skills, to write effective emails, promotional or marketing material, schedules and briefings to support activities and events</p> <p>Excellent interpersonal skills, with the ability to work effectively with young people, students and colleagues at all levels of the organization</p> <p>Excellent time management skills with ability to manage workload and work on own initiative, as well as within a team</p> <p>Excellent organisational and administrative skills, with ability to effectively plan and deliver a diverse range of activity</p> <p>Excellent attention to detail</p> <p>Excellent IT skills with the ability to learn new software packages as required</p> <p>Good standard of numeracy, with ability to monitor budgets</p> <p>Good data analysis skills, with ability to understand data tables, graphs and reports</p>		CV / Covering letter / Interview
KNOWLEDGE	<p>Excellent working knowledge of standard MS office programmes (Word, Excel, Powerpoint)</p> <p>Good understanding of current access and widening participation policy and practice</p>	<p>Knowledge of current trends and issues affecting the arts and education sector</p> <p>Familiarity with HEAT or similar outreach tracking systems</p>	Covering letter/ Interview

EXPERIENCE	<p>Direct experience of working with young people from diverse backgrounds</p> <p>Experience of working with a range of youth organisations, community groups, schools, colleges and/or higher education providers</p> <p>Administrative experience of planning and delivering activity for young people, preferably in an educational setting</p>	<p>Experience in a Higher Education Institution or work linked to an Access and Participation Plan</p> <p>Experience writing evaluation or impact reports</p> <p>Experience in the performing arts or creative education sector</p>	CV / Covering letter / Interview
QUALIFICATIONS	Degree level or Equivalent in experience		CV
QUALITIES	<p>Confident, outgoing, determined and resilient</p> <p>Conscientious and hardworking</p> <p>Able to use judgement and act on own initiative</p> <p>Enthusiastic and self-motivated</p> <p>Sensitive, patient and empathetic</p> <p>Willingness to work flexibly, including on weekends and evenings and travel to different locations across the UK</p> <p>Empathy with vocational performing arts students and their learning needs</p> <p>Empathy with LAMDA's artistic vision</p>		CV /Covering letter / Interview

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy

