

## **JOB DESCRIPTION**

**Title:** Outreach Co-ordinator

**Hours:** 22 hours per week / 42 weeks per year

**Responsible to:** Outreach & Office Manager

### **Job Purpose**

- To provide comprehensive support for school Outreach activities;
- To support teachers and enable students from across the EMS catchment area to benefit from inspiring activities and events which nurture their interest and achievement in the mathematical sciences;
- To ensure able and enthusiastic students know of the opportunities available at EMS.

### **Main Responsibilities**

1. Supported by the Outreach team, to organise face-to-face and online Outreach events from initial planning all the way through to post-event feedback and data review;
2. Contribute towards the regular review and development of the school's Outreach programme;
3. Complete additional duties to support the school's broader functions.

#### **1. Provide administrative, technical, and practical support for Outreach activities:**

- i. To ensure that excellent levels of customer service are delivered across all Outreach and associated activities;
- ii. To work collaboratively with the Outreach team to deliver an annual calendar of events and activities that meet the needs of students, teachers and schools in the South West;
- iii. To proactively review the calendar of Outreach events and plan ahead accordingly, ensuring that projects are managed in a timely, financially responsible and efficient manner to lead to optimal delivery;
- iv. To undertake key planning actions required for the successful running of events, including booking of venues and guest speakers, sourcing quotes, raising POs, recording expenses, preparing event schedules etc.
- v. To take responsibility for 'on the day' actions for Outreach events, either in-school or at outside venues, eg creating registers and associated safeguarding/student needs

documents, registering participants, setting up and clearing rooms, preparing resources, organising volunteers etc.

- vi. To provide clear, appropriate and timely information to participants and contributors to ensure the smooth running of events and activities;
- vii. To answer enquiries from students, parents, and teachers, providing advice and guidance regarding the courses on offer at EMS with specific responsibility for monitoring the Events inbox and categorising emails to the relevant team member;
- viii. To enrol students onto Outreach courses using a variety of platforms and accurately input and utilise data;
- ix. To make effective use of electronic (including online) systems to manage data and ensure it is securely stored in line with GDPR;
- x. To support online events by providing guidance and support to participants and event leaders who are using Microsoft Teams or other platforms;
- xi. To liaise with external partners, including external venues, the University of Exeter and Exeter College to ensure the smooth running of activities and events;
- xii. To support the development of marketing material for social media, the school website, and other platforms;
- xiii. To provide general administrative and clerical support to the alumni network, as directed by colleagues;
- xiv. To provide general administrative support to the wider Outreach and Admin team.

## **2. Contribute towards the regular review and development of the school's Outreach programme:**

- i. To collect and collate data to measure the effectiveness of Outreach activities, including feedback sheets, questionnaires and tracking destinations and grades;
- ii. To review feedback from programmes and build on learnings;
- iii. To collate monitoring and tracking data from programmes and upload to the University's HEAT (Higher Education Access Tracker) portal in a timely manner;
- iv. To contribute ideas and insights into regular reviews of Outreach events;
- v. To work collaboratively with the Outreach team to develop efficient and effective processes.

## **3. Additional Duties**

- i. To provide Reception cover during lunchtimes periods and as required according to the needs of the team;
- ii. To utilise the necessary systems to keep this central part of the school function running smoothly in the absence of the Reception team;
- iii. To act as a fire warden in the event of a fire alarm;
- iv. To administer first aid;
- v. To promote a teaching, learning, and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality;
- vi. To be responsible for safeguarding and promoting the welfare of students;
- vii. To maintain the confidentiality of staff and student/family information;
- viii. To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work;

- ix. To promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims;
- x. To engage with training opportunities and work pro-actively to maintain knowledge, improve practice and up-skill;
- xi. To ensure all personal data is used and stored in compliance with GDPR.