



Job Title: Community Engagement Manager

Unit/School: MCSR

Grade: 6AB

HERA: MCSR30

Core purpose of role

This is a key role which will contribute to the ambitions of the University's Strategic Plan 2030. The widening access programme forms an integral contribution of the university being awarded The Social Enterprise Mark by valuing its commitment to creating positive social change in local communities.

The post holder will lead the Widening Access team in the development and implementation of the community engagement outreach activities, working in partnership with education providers, partners including third sector organisations and charities. Post holder will maintain and develop Cardiff Mets profile in the community, ensuring targets are met and commitments to the fee and access plan are delivered.

Key responsibilities and contributions

- Keep up to date with Widening Access/Reaching Higher activity and represent Cardiff Metropolitan University at key seminars/conferences and events both internally and externally.
- Represent the Widening Access Participation Team at MCSR Management meetings to report on Widening Access activities raising any topical issues
- Work in partnership with Reaching Wider team and represent Cardiff Met on their operations board
- Produce annual Widening Access development plan and review outreach activities, reporting results to Head of UK Student Recruitment & Outreach and Cardiff Met Business Analysis & Strategy department
- Work with academics to encourage adoption of Widening Access principles and develop short courses and accredited modules to reflect the range of academic programmes at Cardiff Metropolitan. Maintaining and developing the portfolio of widening access learning opportunities for community delivery to aid progression for non-traditional learners into H.E. aligned to local need.
- Monitor progression and retention of community students from underrepresented groups and develop innovative practice to engage and retain hard to reach groups/learners. Ensure students are registered on student system.



- Conduct regular one-to-one meetings with team as necessary to check progress against set objectives. Recording P&DR's on system, coordinate and authorise the team's Annual Leave requests ensuring adequate cover.
- Manage and have accountability for the Widening Access Participation budget and provide a report for Head of UK Student Recruitment & Events.
- Keep accredited modules up to date on Moodle ensuring academic quality is maintained and has parity to those modules delivered on Campus. Ensure good record keeping of results and paperwork is prepared for exam boards and tracking of students for retrievals.
- Review and monitor delivery of short course content and ensure quality of Tutors delivery.
- Ensure Tutors are aware of Safeguarding protocols and deal with any issues arising promptly in accordance with University policy.
- Maintain close involvement with Student Services in relation to support for students with disabilities and students with specific needs
- Link with key national and local campaigns for learning to boost Cardiff Metropolitan University's profile, including Adult Learners Week, Inspire Awards, etc.

Person specification

Essential qualifications / Professional memberships

1. Degree level qualification or equivalent experience working in a similar role in HE

Essential experience, knowledge and skills

1. Educated to Degree level or extensive experience in a community learning/outreach capacity
2. Knowledge of the challenges facing deprived communities in South East Wales
3. Knowledge of community and family learning activity/initiatives
4. Knowledge of available study routes to Higher Education and the support available
5. Good numeracy skills – proficient and experienced in managing and monitoring budgets with the ability to deliver projects on budget
6. Computer literate – proficient in Microsoft Office packages
7. Ability to work on own initiative, with minimal supervision with the ability to manage multiple projects to deadlines
8. Able to communicate well at all levels with sound experience of working with key stakeholders.
9. Ability to work autonomously and juggle work priorities with diverse demands and meet deadlines.
10. Experience in a similar role in a community learner/community outreach/HE in widening access setting
11. Full driving licence and access to a vehicle required



Desirable

1. Experience of working within a similar role within the Higher Education Sector
2. PGCE/PGCE FE qualification
3. Ability to design and deliver short course for mature adult learners

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				



Disclosure & Barring Service requirements

This post requires a basic DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.