Job Description

Job Title: Access and Participation Manager
Department: Access and Participation, Student and Academic Services
Grade: D
Location: Guildhall School of Music & Drama
Responsible to: Head of Access and Participation

Purpose of Post

Under the direction of the Head of Access and Participation, and in collaboration with the wider team, the role holder will initiate and support efforts across the School to increase and improve access to, and participation in, the School's higher education programmes for students from under-represented groups within the United Kingdom, as outlined in our Access and Participation Plan 2025/26-202829 (and in future iterations of the plan). Specifically:

1. To lead on programmes established as part of the Access and Participation Plan and work closely with departments to identify innovative new projects.
2. To analyse and understand the School's current applicant and new entrant profile and to monitor in detail changing patterns within that profile.
3. To assist the Guildhall Young Artists (under 18's) Division, Innovation department, and the Music, Drama and Production Arts departments in converting existing interactions with potential applicants, and general enquiries from under-represented groups, into applications.
4. To build links with schools, colleges and youth training programmes nationwide, and maintain existing connections.

Main Duties & Responsibilities

1. **Internal Liaison**
   a) To meet regularly with key academic colleagues in the School to understand the degree programme offer and changes and new developments as they arise;
   b) To work closely with staff in the Guildhall Young Artist Division to:
      a. promote the School's higher education programmes and encourage applications from their under-18 participants;
      b. attend events and activities as a visible Guildhall School presence;
      c. assist in maintaining and developing mutually supportive relationships with schools and community groups linked to the Division;
      d. Support the planning and delivery of exclusive events, in collaboration with the Division;
      e. Distribute bursary funding to the GYA centres and track the impact of this funding.
   c) To work closely with Innovation staff to monitor and manage applications to, and allocations of, bursaries for the School's short courses programme, ensuring alignment to Access and Participation priority areas and the School's higher education programmes.
   d) In liaison with the Marketing Team, to target information to prospective applicants.

e) To work closely with colleagues in the academic departments on subject specific activity.

2. External Liaison

a) To utilise existing links with schools and colleges, and build new links with schools and colleges nationwide, particularly those in regions identified as targets based on national datasets relevant to relative deprivation and access to HE.
b) To identify potential links to feeder schools from within other Guildhall School and City of London departments.
c) To maintain existing links with theatre and arts organisations and establish new relationships with similar groups working with young people nationwide.
d) To promote the School's degrees programmes and Access and Participation opportunities to all partner schools, colleges and arts organisations. Promotion may involve attending school events, and giving presentations to, or leading sessions for, young people.
e) To record these links and interactions in the HEAT database and monitor them to inform future activities.
f) To maintain a line of communication with programme participants, promoting follow-up opportunities where possible.
g) To work with the School's communications team on external promotion of activity, including via central social media accounts.

3. Student recruitment and access

To work closely with the staff in Registry, Marketing, and the Departments to:

a) Manage the day-to-day running of the Supported Application Scheme, including processing free applications, planning activity to support participants and regular liaison to increase familiarity with the School.
b) Plan and deliver activity for prospective students to the School, aligned to Access and Participation Plan commitments.
c) attend open days and other school events and activities to promote the School 's undergraduate degree offer and Access and Participation opportunities, utilising, developing and initiating activities for the promotion of the School's undergraduate degree offer.
d) Occasionally attend UCAS and similar UK recruitment fairs/exhibitions on behalf of the School.
e) attend academic department roadshows/tours within the UK to support undergraduate student recruitment and promotion of Access and Participation opportunities.
f) send promotional material to partner schools, colleges and arts organisations, and organise activity to support the recruitment of underrepresented students (e.g. taster sessions).

4. Data Analysis

a) To interrogate the SITS database, to analyse and understand the School's current applicant and new entrant profile and to monitor in detail changing patterns within that profile to inform the development of activities and annual Access & Participation reporting.
b) To interrogate demographic statistics published for boroughs and schools to understand the target audience and plan school liaison accordingly.

c) To ensure data required for Office for Students reporting is accurate and up to date, carrying out an annual data cleanse on relevant data.

5. **Access & Participation evaluation**
   a) To contribute to the development of the School's Strategy for access and student success (including the Access & Participation Plan).
   b) To support the implementation of an evaluation strategy, using it to evaluate and report on projects, sharing these with Senior Management Team.
   c) To support others in utilising the School's evaluation strategy.

6. **Development**
   a) To attend sector Access and Participation events (e.g. seminars, consultations, briefings, conferences, working groups) to create useful professional networks and to learn.
   b) To monitor sector developments and good practice to inform School recruitment activities and processes.

7. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

8. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

9. To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

Job Title: Access and Participation Manager
Department: Access and Participation, Student and Academic Services
Grade: D
Trent Position number:
DBS Criterion: Enhanced DBS with children's and adult's barred list
Security Vetting Criterion: No security vetting is required
Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training
[A = application; I = interview; T = task]

1. Educated to degree level (A)

Experience Required

1. Strong experience of school liaison promoting educational programme opportunities in higher education institutions (A)
2. Proven ability to design and deliver bespoke sessions and presentations to young people, particularly young people in Years 10 to 13 (A, I, T)
3. Experience of project managing activity for young people (A, I, T)
4. Experience of running Access and Participation or Outreach activity online (A, I)

Technical Skills & Knowledge

1. Detailed knowledge of current national widening participation and fair access policy and practice (A, I)
2. Sound knowledge of cultural diversity, social inclusion and equality issues and the ability to work in an environment with a wide and diverse audience in a higher educational setting (A, I, T)
3. Excellent IT skills (Word, Excel, and PowerPoint) and the ability to learn new software packages easily (A)
4. Experience of educational databases (preferably SITS and HEAT, or similar systems) (A)
5. Excellent interpersonal skills, with the ability to communicate effectively orally with people at all levels from young people to heads of academic departments and schools, education bodies, etc. (A, I, T)
6. A high standard of written English in order to write promotional or marketing material (A, T)
7. A good standard of numeracy with the ability to understand graphs, data tables and other numerical expressions (A, T)
8. Self-motivated, self-starter with a calm and professional approach (A, I)
9. Excellent attention to detail (A, T)
10. A commitment to delivering excellent customer service (A, I)
11. Ability to work flexibly and to deadline (A, I)

Other Relevant Information

1. An active interest in the arts, particularly music and or/drama, is desirable.
2. Willingness to undertake a Disclosure and Barring Service (DBS) check. Appointment to the role will be subject to a satisfactory DBS check.
3. There is some requirement to work occasionally work outside of office hours in this role, including evenings and weekends. This will accrue time off in lieu.
4. There is an expectation that the post holder will spend 60% of working time on-site or in-person.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £44,110 – £49,140 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the contribution bands. There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national LGPS website and/or the City's pension website.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Three months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.