

Future U Outreach Intern – External Relations – Intern

Job Description

Purpose

To support the delivery of an inspirational programme of widening participation activity in targeted schools and colleges across Lancashire. To contribute to the Future U Central Teams aims of increasing the progression rates of learners to Level 4 and above study particular target schools, colleges and groups.

Duties

1. To support the delivery of Future U activities in partner schools and colleges.
2. To provide administrative support around Future U activities.
3. To monitor the Future U shared mailbox.
4. To support with the collation of evaluation data from activities and events.
5. Undertake other relevant duties and responsibilities appropriate to the grade of the post

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Level 4 or above qualification (Application).
- Good written and oral communication skills (Application/Interview).
- Good time management and organisation skills (Application/Interview).
- Familiar with using Microsoft Office applications such as Word, Excel and Powerpoint (Application/Interview).
- Ability to follow processes relating to working in an organisation (Application/Interview).
- Experience of working with young people (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of working with schools, colleges and/or in community venues (Application/Interview).
- Experience of delivering workshops and/or presentations (Application/Interview).
- Experience of developing resources for young people (Application/Interview).