

## The University of Manchester

### The Undergraduate Recruitment and Widening Participation Team

#### The Directorate for the Student Experience

### Widening Participation Fellows

The Undergraduate Recruitment and Widening Participation Team is currently recruiting PhD students for the position of Widening Participation Fellows. These positions support the University's widening participation activities with a range of learners from primary through to sixth formers.

There are a number of posts available in each Faculty and also one post which is specific to The Ahmed Iqbal Ullah Race Relations Resource Centre.

For more information about the University's widening participation work please visit:

<http://www.manchester.ac.uk/undergraduate/schoolsandcolleges/>

<http://www.manchester.ac.uk/aboutus/ahmediqbal/>

#### **Hours and Pay**

The period of employment is usually from October – July (10 months).

The standard level of involvement is 100 hours in total spread across the 10 months. The payment is monthly – £125 a month. Potential applicants interested in fewer hours should speak with the contact person for their area given at the end of this document.

#### **Roles and Responsibilities:**

- To develop a network of academic staff, including postgraduates and post-docs who are enthusiastic about working with young people and raising awareness of their discipline
- Deliver existing subject-specific workshops and lectures and generic workshops and lectures, for example:
  - Subject taster sessions
  - Academic Study Skills e.g. essay writing, research skills
  - Student Life e.g. teaching and learning at university
  - School and college careers events
- To develop new educational materials to support existing workshops to ensure that these can be run by anyone with sufficient subject-specific knowledge.
- To develop new workshops and lectures when required.
- To be WP Ambassadors for your Faculty and School, linking in with other staff/student left initiatives working with young people and/or community groups.
- To organise activity days for your discipline/subject area, including room bookings, recruiting and briefing staff/pgs, recruiting and briefing undergraduate student ambassadors, etc.

## Essential Skills

- Excellent communication and presentation skills.
- Experience of working with young people in an educational setting between the ages of 11 to 18.
- Excellent organisation skills.
- Ability to enthuse and engage learners about your subject area.
- Ability to be proactive and use your initiative.
- Excellent team working skills.
- Willingness to manage own time and involvement.

## Application

If you are interested in applying for one of these positions, please send the following information to your **relevant Faculty Officer** listed below by 5pm on **Monday 17<sup>th</sup> September 2012**.

- WP Fellow Information Form
- CV
- Covering letter outlining your teaching experience with the age group 11 – 18 years and evidence of the essential skills listed above. This should be no longer than one side of A4.

## Selection Process

Shortlisted applicants will be invited to interview which will take place in September 2012. If you know now of any dates you are unavailable, please let us know on application.

## Enquiries

For further information and enquiries please contact:

EPS: Emma Lewis  
UG Recruitment and Widening Participation Officer  
The Directorate for the Student Experience  
Rutherford Building  
[Emma.lewis@manchester.ac.uk](mailto:Emma.lewis@manchester.ac.uk)

FLS/MHS: Myfanwy Williams  
UG Recruitment and Widening Participation Officer  
The Directorate for the Student Experience  
Rutherford Building  
[Myfanwy.Williams@manchester.ac.uk](mailto:Myfanwy.Williams@manchester.ac.uk)

Humanities: Karina Croucher  
UG Recruitment and Widening Participation Officer  
The Directorate for the Student Experience  
Rutherford Building  
[Karina.Croucher@manchester.ac.uk](mailto:Karina.Croucher@manchester.ac.uk)

Race Relations Resource Centre: Sam Kalubowila  
UG Recruitment and Widening Participation Coordinator  
The Ahmed Iqbal Ullah Race Relations Resource Centre  
[sam.kalubowila@manchester.ac.uk](mailto:sam.kalubowila@manchester.ac.uk)