University of Edinburgh  
College of Humanities and Social Science  
School of Law

1. Job Details

Job title: Widening Participation Officer  
Line manager: School Administrator

2. Job Purpose

To initiate and develop structures which will build on and measure the School's successes in attracting applicants from across the full range of Scottish secondary education, and in ensuring that students are in a position to take the professional opportunities commensurate with their achievements.

3. Main Responsibilities

Approx. % of time

1. In collaboration with Student Recruitment and Admissions, the organisation and administration of an outreach and activity programme, liaising with state schools in the Lothian area to work with pupils from P6 to S6, in particular the development of activities in support of the Pathways to the Professions initiative; enabling access to advice and guidance for pupils from under-represented groups who might wish to think about studying Law  
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2. Responsible for liaison with members of the legal (and other) professions to support Pathways activities e.g. career days, work observation opportunities, court visits etc  
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3. Working with members of staff in the School Offices, developing improved criteria which will allow the School to measure and track students' progression towards completion of their studies and into employment  
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4. Familiarising academic members of staff with the aims of Pathways and other projects, and providing them with the means of contributing such projects and engage them in on campus events for prospective law students  
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5. Liaising, from his or her base in the School of Law, with SRA and the University's Admissions services, to help refine admissions practice and policy  
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6. Developing options at and after graduation: facilitating initial contacts between students and professional bodies, and also initiating and assisting with more formal arrangements such as placements and traineeships  
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7. Implement appropriate support structures for students on programmes within the School; oversight of temporarily contracted contributors to these
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8. Identify and pursue sponsorship opportunities of benefit to students in their studies

9. Report on progress to appropriate committees regularly

10. Other WP duties

4. Planning and Organising

- Of Work Observation, and other events and programmes, involving potential and current students, members of the School, and contacts from the legal (and other) professions
- Of initiatives predicated upon specific budgets, with a view to yielding the maximum value from the budgets available
- Conceiving, and developing, ideas for new WP activities, and their implementation

5. Problem Solving

- The post requires a high level of initiative, flexibility and confidence to problem-solve independently on a daily basis
- Widening the focus of activities from their inception
- Promoting the understanding and awareness of options for, and after, legal study

6. Decision Making

- The post-holder makes the majority of decisions required by his or her position, consulting appropriately with administrative and academic colleagues.
- Advises the School on WP initiatives and policy as context for relevant decisions

7. Key Contacts/Relationships

- The School Administrator, the School’s (Secondary) Schools Liaison Officer, the Director of Undergraduate Studies;
- Student Recruitment and Admissions;
- HSS Admissions;
- Secondary schools;
- Contact in the legal (and other) professions

8. Knowledge, Skills and Experience Needed for the Job

- A degree in Law
- Knowledge of the legal profession, and the capacity to establish and develop links with the profession in pursuit of the position’s aims and objectives
- Excellent communication and interpersonal skills
- Excellent organisational skills
- Flexibility and initiative, combined with attention to detail and standards

9. Dimensions

- Each year the School of Law admits around 200 students to the first year of the LLB programme. The academic staff numbers c. 50.
• The post-holder is responsible for the organisation of initiatives involving a range of contacts within and outside the University.

10. Job Context and any other relevant information

The post-holder must have a degree in Law; experience of further legal education, and of legal practice itself, is desirable, but not essential.