

The Role of the Project Officer

Overview

Each college employs a Project Officer (via Uni Connect funding), who will be the first point of contact within the college for the KMPF Support Team and the HEI Partners. The Project Officer's role is

'to design, deliver and coordinate a programme of activity to support students' aspirations, awareness and progression to HE'

The Project Officer plays a vital role in identifying students (priority groups) who can benefit most from HE outreach and facilitates the co-ordination and delivery of an agreed programme of events.

What do Project Officers do?

Project Officers liaise with relevant staff in the FE colleges to organise a programme of activity that is designed to meet the needs of target students. This can vary depending on the opportunities already accessed and should be tailored accordingly. There are a range of workshops and programmes that have been designed specifically for FE students that can be delivered or organised by the Project Officer (for more info on the activities available see **FE KaMCOP Curriculum** document)

Each college identifies a number of priority groups (courses) which have:

- A high percentage of students from a Uni Connect/target ward
- The potential and available pathways to progress to higher education
- Limited existing interaction with HE outreach

Each college also identifies a number of light touch priority groups where:

- There are high numbers of students from a Uni Connect/KaMCOP target ward
- Existing interactions already take place with HE outreach
- Progression to HE is already high
- Progression to HE is less likely (e.g. Hairdressing)

There are also a wide range of outreach opportunities available from partner Universities which the Project Officers can access (for more info on the activities available see **HE Outreach Curriculum** document).

A Project Officers key responsibilities are to:

- **Identify students (and priority groups)** who would benefit from taking part in KMPF activities and ensure that they are selected to participate
- **Ensure students complete baseline surveys** as required. This is a vital part of our on-going evaluation to assess the impact that outreach has upon young people
- **Liaise with internal colleagues** to identify a programme of activity (based on KaMCOP's Theory of Change themes) that meets the needs of each group they are working with
- **Deliver activities/workshops** as part of the programme of activity
- **Liaise with external colleagues** to organise/facilitate events with HE partners and external organisations

- **Prepare students in advance of attending an outreach activity** (particularly where activities are to take place on campus) and de-brief with them afterwards
- **Collect and share registers** for all activities/events delivered by the KaMCOP team (university partners will take registers if they are delivering an event)
- **Liaise with the FE Development Manager to** discuss and monitor the programme of activities throughout the year
- **Attend the KMPF Summit** – this is normally twice per year in Spring and Autumn and is a good opportunity to network informally with other KMPF members
- **Receive an annual activity report from KMPF** detailing the outcomes for students from your college. This can be shared with senior leaders and used to inform your future planning
- **Ensure students** (from priority groups) **complete Exit/End of Year surveys.** This is a vital part of our on-going evaluation to assess the impact that outreach has upon young people

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