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**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 deliveredby 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 KMPF Summits**– usually held in the Autumn term and is a good opportunity to network informally with other KMPF members
* **Review KMPF Annual activity reports** 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

**The Role of the Progression Mentor**

**Overview**

Some colleges employ a Progression Mentor (via Uni Connect funding), who work with individuals from Uni Connect target wards or other under-represented Groups . The Progression Mentor’s role is

‘**To work with students to remove barriers and support progression to HE’**

The Progression Mentor plays a vital role in working intensively with selected students who would benefit from one to one support.

**What do Progression Mentors do?**

Progression Mentors liaise with relevant staff in the FE colleges to organise mentoring sessions with students.

**Pre-activity – Progression Mentors will:**

* Identify students from Uni Connect wards using MIS/Power BI reports
* Work with students referred through Careers teams or Student Services where appropriate
* Ensure students complete the baseline survey (and view privacy notice)

**Activity - Progression Mentors will:**

* Meet with the students, introduce role, explore progression options
* Support sign up to self-sign up events (from HE partners)
* Design a programme to work through with students

A Progression Mentor’s key responsibilities are to:

* **Identify Uni Connect students** 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
* **Signpost students to self-sign up activity** from HE Partners where available
* **Liaise with internal colleagues** where necessary
* **Potentially deliver activities/workshops** as part of the programme of activity for small groups of students already receiving mentoring
* **Liaise with external colleagues** to organise/facilitate events with HE partners and external organisations
* **Collect and share registers** for all mentoring/activities deliveredby the KaMCOP team (university partners will take registers if they are delivering an event)
* **Liaise with the FE Development Manager to** discuss and monitor progress throughout the year
* **Attend KMPF Summits**– usually held in the Autumn term and is a good opportunity to network informally with other KMPF members
* **Review KMPF Annual activity reports** 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