NORTHERN SCHOOL OF CONTEMPORARY DANCE

JOB DESCRIPTION

POST:	Access and Participation Administrator
REPORTING TO:	Access and Admissions Manager
OTHER WORKING RELATIONSHIPS:	Vice Principal, Head of Learning & Participation, Academic Registry, Marketing & Communications, Faculty staff, Student Services, External partners (schools, colleges, community groups).

CONTEXT:

The Access and Participation Administrator plays a key role in delivering NSCD's commitments to widening participation, outreach, and inclusive recruitment. Working under the direction of the Access and Admissions Manager, this role is responsible for coordinating and delivering activities and initiatives that support the School's Access and Participation Plan and its wider undergraduate recruitment and equality, diversity and inclusion objectives.

The postholder works closely with schools, colleges, community groups, and partner organisations to develop engaging opportunities for under-represented learners, encouraging progression into higher education and dance training. They also act as a point of contact for prospective students and their families, providing guidance, information and support throughout the application journey. The Access and Participation Administrator gathers data on NSCD alumni's progression to build a clear picture of student outcomes.

In this way, the Access and Participation Administrator ensures that NSCD not only meets its regulatory commitments, but also offers meaningful, inspiring, and supportive pathways into dance education. The role combines event and project coordination and partnership building, and applicant-facing support, helping to make the School an accessible, inclusive and welcoming place to study.

MAIN PURPOSES OF POST:

- The Access and Participation Administrator supports the delivery of NSCD's Access and Participation Plan, recruitment, and related widening participation activity.
- Working under the direction of the Access and Admissions Manager, the postholder provides administrative, logistical, and facilitative support to ensure access, outreach, and admissions-related initiatives run smoothly and effectively.
- This role plays a key part in coordinating the practicalities of outreach activity, data collection and reporting, and applicant-facing processes.
- The postholder helps ensure that NSCD's commitment to equity, diversity, and inclusion is embedded in the recruitment cycle, while supporting the institution's strategic objectives for access and participation.
- To support the development of an accurate alumni database, helping NSCD track progression, capture employment outcomes and strengthen alumni engagement.

DUTIES & RESPONSIBILITIES:

Access, Outreach and Widening Participation

1. Support the coordination, scheduling and delivery of outreach and widening participation activities, including workshops, open/taster days, and curriculum-linked masterclasses.

2. Liaise with schools, colleges, community groups, and partner organisations to arrange participation in outreach events.

3. Provide administrative support for the recruitment, training, and deployment of student advocates.

4. Assist with communications and promotional materials (e.g., event information, case studies, social media content) in collaboration with Marketing & Communications.

5. Ensure participants in outreach activity are welcomed and supported throughout events.

6. Attend NSCD committees as appropriate in your role as delegate for the Access and Admissions Manager.

Alumni Data Capturing

7. Collate and update alumni contact details for graduates from the last two academic years, ensuring the integrity of data entered and improving the quality and usefulness of existing data.
8. Contribute to the development of summary reports on alumni response rates and progression outcomes.

Monitoring, Evaluation and Reporting

9. Collect, input, and maintain data on outreach activity, applications, and participation to support reporting against Access and Participation Plan targets.

10. Produce summaries, statistics, and reports for use by the Access and Admissions Manager, committees, and external regulators.

11. Support evaluation processes by coordinating feedback surveys, collating responses, and summarising outcomes.

Equality, Diversity and Inclusion

12. Contribute to embedding equality, equity, diversity and inclusion within all access and participation activity.

13. Provide administrative support to the Access and Participation Committee and related working groups.

General Duties

14. Maintain effective communication and coordination with colleagues across NSCD to ensure smooth delivery of activities.

15. Work with the Admissions Administrator to support enquiries from applicants, parents, and teachers in a timely and professional manner.

16. Support financial administration for outreach projects, including processing invoices and maintaining budget records.

17. Attend occasional evening/weekend events and represent NSCD at internal and external events as required.

18. Undertake any other duties commensurate with the level of the post.

19. To work towards the values of the school in its ambitions of inclusion and equality.

NORTHERN SCHOOL OF CONTEMPORARY DANCE

PERSON SPECIFICATION – Access and Participation Administrator

	Essential Criteria	Desirable Criteria
Education/Qualifications	Undergraduate degree Other recognised professional qualification.	
Experience/Knowledge	Proven administrative skills, including customer service. Experience of working with young people and/or their parents/carers. Experience supporting activities, workshops or events with diverse groups. Knowledge of the UK education system (schools and/or Higher Education). Commitment to equality, diversity and inclusion.	Understanding access and participation in within the context of Higher Education Understanding of a University Access and Participation Plan. Knowledge of dance as an art form and pathways into training.
Skills required	Highly computer literate with an intermediate or advanced knowledge of Microsoft Office 365 Suite. Good level of numeracy and familiarity with statistical data and systems. High level administrative, organisational, and communication skills (orally and in writing) at all levels and a proven ability work as an effective member as part of a creative team within an educational setting. Ability to work as part of a team and meet deadlines. A willingness to work flexibly, including evenings/weekends when required.	
Personal requirements	Ability to problem solve and use own initiative.	

	A willingness to become part of a small committed and enthusiastic team, respecting the skills and contributions of others.	
Safeguarding	Have proven knowledge, skills, experience and qualifications, and any other requirements needed to perform the role in relation to working with students and vulnerable adults.	

Terms and conditions

Full terms and conditions of employment will be supplied to the successful candidate, but in brief these are:

Place of employment: NSCD, 98 Chapeltown Road, Leeds LS7 4BH.

Hours of work: 0.6 contract. Minimum of 21 hours week.

Remuneration: £15,449 actual at 0.6 (£25,749 FTE) (Spine point 18)

Contract: Permanent, Part-time contract.

Probation: Six months.

Leave entitlement: 15 days actual (25 FTE), plus eight bank holidays and up to 3 discretionary days between Christmas and New Year.

Period of notice: 1 month during probation, 2 months after.

Pension: West Yorkshire Pension Scheme (current 16.3% employer contribution).

Other benefits: Staff training and development opportunities.
Ticket allowance for dance performances.
Health Shield (EAP work-place health cash plan)

Other conditions: NSCD is committed to safeguarding and promoting the welfare of children and young people and requires all staff to demonstrate this commitment in every aspect of their work.