

Job Description

Post/Job Title:	SUN Project Co-ordinator
Ref:	505758
Location:	Studland House, Lansdowne Campus
Professional Service:	Marketing & Communications
Duration if temporary:	Fixed - term until 31 July 2026
Normal Hours Per Week:	Full time
Grade:	4
Accountable to:	SUN Project Leader (BU)
Special Conditions:	Flexible approach and additional hours occasionally required A satisfactory enhanced DBS Disclosure is required for this post

Job Purpose

The Southern Universities Network (SUN) brings together a range of higher education providers, further education colleges, schools, and other organisations across Dorset, Hampshire, and the Isle of Wight. It is part of the [Uni Connect](#) programme, funded by the Office for Students, which aims to reduce the gap in higher education participation between the most and least represented groups.

Based at Bournemouth University and working under the direction of the SUN central team at the University of Southampton, the post holder will collaborate with SUN partner organisations to support, develop, and deliver activities and events for secondary and post-16 students. This will include in-person workshops, on-campus events, and live virtual sessions aligned with the SUN core outreach programme.

The post holder will report on a day-to-day basis to the SUN Project Leader at Bournemouth University, with overall strategic direction and management provided by the Head of SUN. In line with the funding conditions of the Uni Connect programme, the post holder's sole responsibility is to support the work of the Southern Universities Network. They will not undertake recruitment, outreach, or marketing activity on behalf of Bournemouth University, except in a limited number of agreed cases—such as supporting an Open Day—at the discretion of both SUN and BU.

The role will primarily be based in Dorset but may also involve travel across the wider region, including Hampshire and the Isle of Wight.

Main Responsibilities

1. Lead on the design, development, and promotion of a range of activities, initiatives and projects for schools and colleges, ensuring effective coordination of each activity, including compliance with Health and Safety Procedures, planning, event logistics and budget recording. Coordinate with staff throughout the network under the direction of the SUN Project Leaders working on the SUN Uni Connect operating plan.
2. Deliver audience-appropriate workshops, events, and presentations on- and off-campus to raise awareness of Higher Education options for students/young people within SUN partner secondary schools, sixth forms and colleges.
3. Lead events on-campus (which could include residential activities), including responsibility for Student Ambassadors, delivering activities to young people, and event management. Provide organisational and

logistical support for on-campus events, including liaison with schools or groups, academic staff leading sessions or third-sector organisations.

4. Assist SUN Project Leaders in the development of the SUN outreach offer. Support interactions with employers in industry to help draw together resources to create subject/industry-specific opportunities spanning education and employment.
5. To be a key part of the 'Empower' programme team, including delivering workshops within secondary schools, contributing to the evaluation of the programme and its development for future years.
6. Work as a member of the SUN Delivery Team to create and develop student-focused interactive workshops, activities and materials that raise awareness of Higher Education and support young people to make informed choices about their future.
7. To develop and maintain relationships with a small number of SUN partner schools. Liaising regularly to provide support and advice to the SUN single point of contact, whilst also managing data collection for reporting.
8. To oversee the collection of data within the schools and colleges and to assist with the event reporting and monitoring of student engagement. To ensure personal and sensitive data is handled and stored in accordance with the relevant data protection legislation.
9. Ensure consistent planning and prioritisation of short- and medium-term work activities in response to agreed deadlines
10. Work flexibly, sometimes outside normal working hours, and be prepared for some travel to regional events. A driving licence or equivalent mobility is required.
11. Any other associated duties as required by the SUN Project Leader/s.

Contacts

Internal: Students, all levels of staff across Faculties and Professional Services

External: The central Southern Universities Network (SUN) team based at the University of Southampton; SUN Project Leaders and Project Coordinators across partner institutions; prospective students; parents and carers; teachers; schools, colleges, and academies; government agencies; local authorities; Education Business Partnerships; and a range of third sector organisations.

Challenges

- Being innovative and flexible in developing activities and initiatives to inspire young people and their influencers
- Managing multiple projects with tight deadlines
- Working with colleagues based at other institutions to achieve the network objectives
- Organising and prioritising a large workload whilst maintaining attention to detail
- Coordinating programme delivery to ensure it meets targets and milestones
- Communicating effectively with young people, partners, and stakeholders within organisations
- Maintaining a creative and innovative approach to Uni Connect activities

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality & Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

August 2025



Person Specification

Post / Job Title: SUN Project Co-ordinator (Fixed-Term)	Post No: 505578
Faculty/ Service: Marketing & Communications	Date: August 2025
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Academic level equivalent to Level 4 qualification (HNC, CertHE) or above or significant recent experience in UK Higher Education	E
Experience of developing and delivering workshops, activities and/or interventions aimed at children and young people	E
An interest and passion for working with target learners and their influencers in education, student recruitment and/or widening participation	E
Experience in project management and managing others as part of a scheme (e.g. volunteers, student ambassadors)	E
Excellent knowledge of word processing and spreadsheet packages (MS Office)	E
Experience of event organisation, including producing engaging and appropriate resources, for use with young people, and their key influencers	E
Knowledge and experience of Higher Education and Widening Participation initiatives	D
Knowledge of UK Education system at school, further and higher education level	D
Good understanding of need to evaluate and experience of evaluation activity using surveys, data packages and feedback mechanisms.	D
Skills	
Excellent planning, organisational and time management skills	E
Effective communication skills, both verbal and written, with a range of audiences	E
Able to identify and solve problems by applying judgement and initiative to tackle situations in new ways and by developing improved work methods	E
Able to work collaboratively with others to plan and complete tasks	E
Strong presentation and facilitation skills	E
Ability to deal with sensitive information in a confidential manner	E
Excellent interpersonal skills, formally and informally, with a wide range of stakeholders, internal and external to the University and the network	E
Experience of report-writing	D
Attributes	
Personable and confident	E
Ability to inspire and motivate young people	E
A capacity for patience and understanding with stakeholders, always maintaining sensitivity to their needs, particularly at times of peak working under pressure	E
Respect for cultural differences and awareness of how institutional ways of working need to adapt to suit the increasing diversity of student and staff groups	E
Enthusiasm for Higher Education and desire to work in an education environment	E
Ability to work flexibly, including (within reason) flexible hours	E
A UK driving licence or equivalent mobility and ability to travel throughout the UK	E
Ability to work occasional unsocial hours, and flexibility to take leave outside of peak periods	E
Commitment to delivering Service Excellence	E