

JOB DESCRIPTION

POST TITLE	:	Higher Education & Project Support Coordinator
LOCATION	:	On site delivery
SCALE	:	Support
SALARY	:	Up to £25,375
RESPONSIBLE TO	:	HE Compliance Officer
CLOSING DATE	:	5.00pm, Tuesday 22 September 2026
INTERVIEW DATE	:	Thursday 1 October 2026

Main Purpose of the Post

Working closely with the Compliance Officer and Higher Education Co-ordinator, this role will support the delivery of key projects and higher education initiatives across the College. A key focus of the role will be working alongside the University Compliance Officer to organise and coordinate Access and Participation Plan (APP) activities and related projects aimed at improving access to Higher Education and enhancing student outcomes.

The post holder will gain valuable project management experience while completing a Project Management Apprenticeship alongside their day-to-day responsibilities. They will also provide administrative and operational support to the Higher Education team, helping to ensure the effective delivery of Burnley College University Courses (BCUC) and an outstanding experience for students throughout their higher education journey.

Key Responsibilities

- Co-ordinate and administer Access and Participation Plan (APP) and related enhancement activities, supporting departments to effectively plan, deliver, monitor and promote initiatives designed to improve access to Higher Education and student outcomes.
- Liaise regularly with HE Administration and HE Admissions to support the completion and follow-up of routine HE administrative tasks.
- Support the collection of information required from curriculum teams and follow up outstanding routine actions.
- Support the preparation and distribution of information to staff and students

University Partner Support

- Act as a supporting contact for routine queries from university partners, escalating more complex matters to the appropriate member of the HE team.
- Assist with the organisation of partner meetings, including arranging meetings, preparing documentation and recording and following up actions.
- Support the administration of university partner systems and processes.
- Assist new members of staff with obtaining appropriate university partner accounts and system access.
- Maintain records of staff access to partner systems and follow up outstanding account requests.
- Support the collection of information required for partner staff approval processes.

Student Experience and Support

- Respond to student enquiries and provide general information and guidance.
- Signpost students to the appropriate College or university service where specialist advice or support is required.
- Develop knowledge of the range of support available to university students so that students can be directed effectively.

Student Representation

- Attend Student Representative meetings.
- Maintain the Student Representative action log and follow up agreed actions with relevant departments.
- Provide students with updates on actions and outcomes where appropriate.

Recruitment, Advice and Guidance

- Attend and support University recruitment events, Open Evenings and Adult and University Advice and Guidance events.
- Assist with the preparation and organisation of recruitment events.
- Signpost course-specific or complex admissions enquiries to the appropriate curriculum or HE colleague.
- Assist with the preparation and distribution of course and recruitment information.

Meetings and Events

- Assist with arranging HE meetings, staff development activities and partner visits.
- Prepare meeting documentation and take notes/minutes where required.
- Maintain action logs and follow up routine actions.
- Support room bookings, attendance lists, catering and other practical arrangements where required.
- Attend relevant HE team and operational meetings.

Hours

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Higher Education & Project Support Coordinator

DIVISION: Higher Education

		Essential (E) Desirable (D)	To be identified by:
<u>QUALIFICATIONS</u>			
1	Good general education including at least 4 GCSE's at grade C or above	E	Application form/ Interview
2	Level 3 qualification	E	Application form/ Interview
<u>KNOWLEDGE/SKILLS</u>			
1	Familiarity with Microsoft Office applications	E	Application form
2	Ability to work on own initiative	E	Application form
3	Awareness of Safeguarding legislation	D	Application form

PERSONAL

1	Commitment to the delivery of excellent support and customer service to internal and external stakeholders	E	Interview
2	Excellent communications skills	E	Application form / Interview
3	Good team working skills and commitment to team working	E	Application form/ Interview
4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further and higher Education in building futures and changing lives	E	Interview
6	Ability to demonstrate excellent organisational skills	E	Application form/ Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's single Equality and Health & Safety Policies	E	Interview
3	The College is committed to safeguarding expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*