**VOLUNTARY ROLE DESCRIPTION**

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| Role title: | Target Schools Alternative Prospectus Leader |
| Location: | The role will volunteer primarily across the City of Oxford and Oxford SU’s main office (currently Worcester Street, Oxford) |
| Expected hours: | 6-8 hours per week, flexible |
| Department: | Student Engagement |
| Reporting to: | Target Schools Vice President Projects |
| Volunteers reporting to this role: |  |

**Role Purpose**

To lead the Alternative Prospectus Project of Target Schools to meet its objectives of; inspiring and supporting able prospective students who might be put off by the damaging myths and stereotypes about Oxbridge, and encourage student participation in access and outreach initiatives.

The post holder will have the opportunity to work across all Students’ Union departments, and with the Senior Leadership Team.

**Expectations**

* Ensure the planning, coordination, and successful running of Alternative Prospectus.
* Work with the Access Rep Liaison Officer to coordinate annual updates of the information on the Alternative Prospectus.
* Collect and review feedback from Alternative Prospectus users and student contributors.
* Work with representative groups for underrepresented demographics Oxford University to contribute towards the Alternative Prospectus.
* Work with the Vice President Projects to develop, refine, and expand the Alternative Prospectus.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Currently a matriculated student at the University of Oxford. |  |
| **Experience** |  | * Experience leading a team. * Experience of project planning and management. * Working in successful partnerships with a range of stakeholders. |
| **Skills,**  **Knowledge & Expertise** | * Excellent oral and written communication/presentation skills. * Excellent organisation skills. | * Good use of Microsoft Office, especially Excel spreadsheets. |
| **Values & Behaviours** | * A demonstrable commitment to our organisation’s values. * Strong commitment to, and understanding of the principles of equality, diversity and inclusion. * Commitment to carrying out Target Schools’ Mission Statement. |  |

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| **Date Completed:** | 12/10/2020 |