



*LSE is committed to building a diverse, equitable and truly inclusive university*

## **Widening Participation – Academic Registrar’s Division**

### **Pathways Mentor**

**Pathways Mentors are placed on the first step of the LSE hourly-paid salary scales. This is currently set at £15.29 an hour which includes holiday pay. This is inclusive of London allowance.**

**This is a fixed term appointment for 18 months, with an average time commitment of 7 hours per 4-6 weeks.**

The Widening Participation team, based in the Academic Registrar’s Division, leads our efforts to widen access to LSE for UK Undergraduate students from under-represented groups and supports the attainment and progression to HE for hundreds of young people each year. The team, comprising 13 staff, leads on the delivery of key elements of the School’s outreach and widening access strategy, as set out in our Access and Participation Plan.

The Pathways Mentor will be responsible for supporting with the delivery of either the [Pathways to Law](#) or [Pathways to Banking and Finance](#) programme, run collaboratively with the [Sutton Trust](#).

Pathways Mentors will be supporting with Pathways events, both online and in person, deliver mentor-led sessions as part of the e-mentoring programme and engage with their mentees regularly via our e-mentoring platform. Pathways Mentors can also apply to be a “Team Leader” at the residential conferences held at the University of Warwick in Summer.

Candidates should be in Year 1 or 2 of Undergraduate study at LSE, from: the LSE Law School, Department of Anthropology, or any Finance related department.

Candidates should have:

- Knowledge of UK education, especially the schools and higher education sectors; and widening participation issues
- Experience of working with children and/or young people, in an education setting
- An understanding of potential barriers faced by young people with regards to access to Higher Education
- An awareness of safeguarding and equity, diversity and inclusion issues

All applicants should be aware that this position will be subject to an enhanced Disclosure and Barring Service (DBS) check with childrens’ barred list. Any offer of employment made is conditional on receipt of a satisfactory DBS check.

*For further information about the post, please see the [job description](#) and the [person specification](#).*

**To apply for this post, please go to [lseportal.force.com/participate](https://lseportal.force.com/participate) you have any technical queries with**



applying on the online system, please use contact [widening.participation@lse.ac.uk](mailto:widening.participation@lse.ac.uk).

Should you have any queries about the role, please email [ard.pathways@lse.ac.uk](mailto:ard.pathways@lse.ac.uk).

**The closing date for receipt of applications is Sunday 1 October 2023 (23.59 UK time). Regrettably, we are unable to accept any late applications.**

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### **Contractual Commitments**

Upon appointment to the role, you will be placed on a temporary hourly-paid staff contract for two academic years.

The role of Pathways Mentor is flexible around your academic studies, with events taking place approximately every 4-6 weeks. Events usually take place in evenings or on weekends but there may be the occasional work in the day. A Programme of Activities will be shared with you termly and shifts will be advertised as and when it is available.

Pathways Mentors are responsible for managing their schedules and committing to the work they sign up for once booked.

International Students on a Tier 4 study visa should ensure that they are not working more than the maximum number of hours as detailed on their visa during term time.

### **Application and Recruitment Process**

Applications are made online via our [participate portal here](#). They will open on Monday 11 September 2023 and close on Sunday 1 October 2023 at 23:59.

Interviews will take place the week commencing Monday 16 October 2023.

If you are successful following the interview, you will be required to complete a compulsory NSPCC training module and attend a compulsory paid training session on Wednesday 8 November 2023.

### **LSE (WP) Child Protection Policy and Disclosure and Barring Service**

All applicants should be aware that successful applicants to the post will be required to complete an enhanced DBS clearance, including a check as to whether the applicant is barred from working with children. This will be completed and paid for by the LSE Widening Participation Team.

Alongside the enhanced Disclosure and Barring Service (DBS) check, the Widening Participation team are required to undertake a Risk Assessment for anyone who has resided outside of the UK since the age of 18 as disclosure reports may not include information on convictions from outside the UK. In this instance successful applicants may be required to provide details of a referee from a previous Educational Establishment so that a reference can be sought.

In line with the NSPCC Safer Recruitment Practice, all successful applicants will also be required to provide the details of at least one suitable referee and a reference will be sought. Any offer of employment is conditional on at least one satisfactory reference.



LSE undertakes to discuss any matter revealed on a DBS certificate or references with the individual seeking the position before withdrawing or amending a conditional offer of employment. Having a criminal record will not necessarily bar an individual from working with LSE, depending upon the nature of the position sought as well as the circumstances of the revealed offence.

More information on this check can be found online at <https://www.gov.uk/disclosure-barring-service-check/overview> and in the [LSE WP Safeguarding Guidance and Procedures](#).

**Salary**

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