

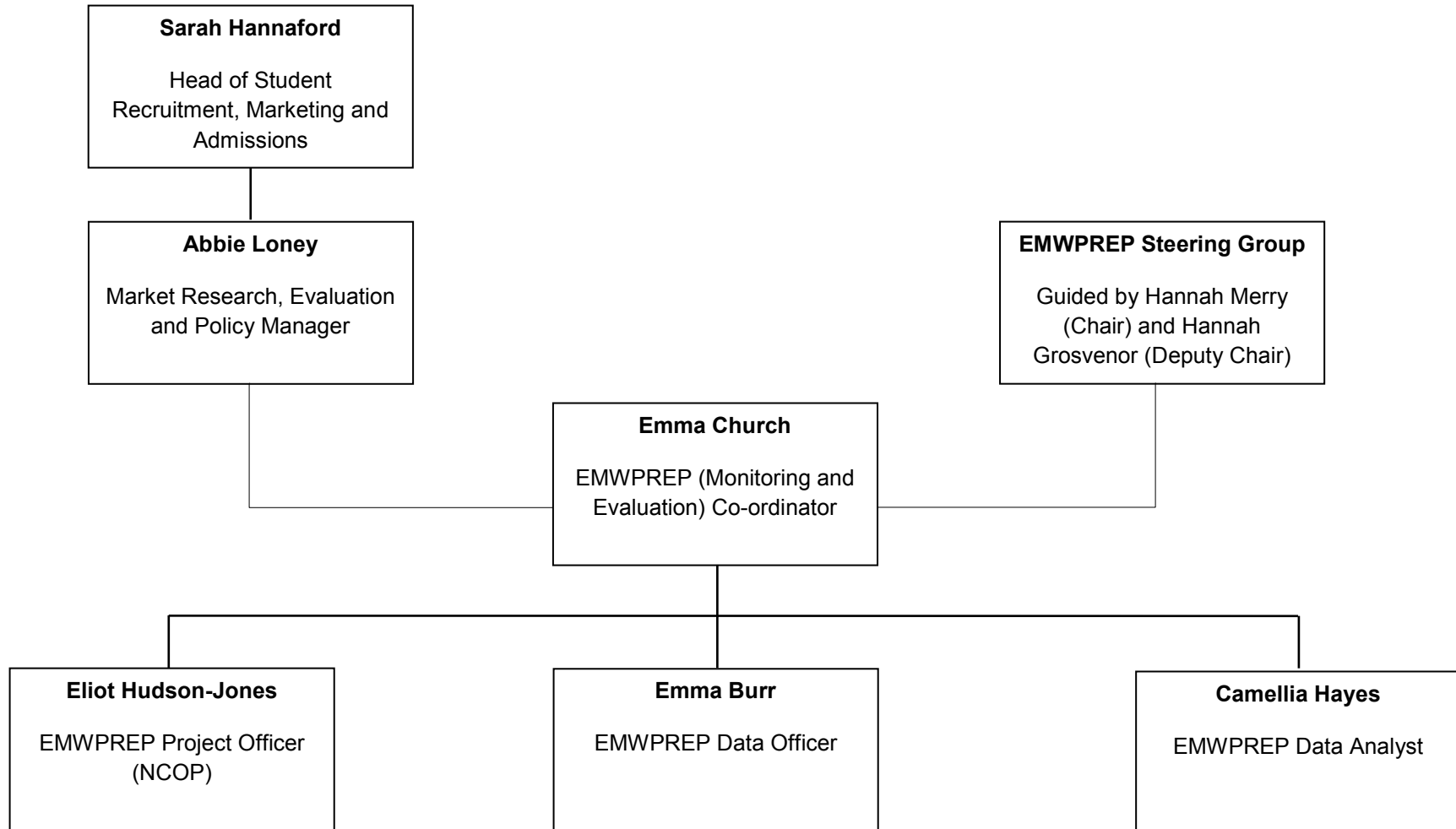


East Midlands Widening Participation Research and Evaluation Partnership
(EMWPREP)

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EMWPREP Team Structure

The below details the EMWPREP team, structure (including how we link to Loughborough University as data controller and host institution):



EMWPREP Key Roles and Responsibilities

The below details the current team members and their key roles and responsibilities:

Emma Church: EMWPREP Coordinator

Has responsibility for:

- Overall plan and allocation of EMWPREP workload across the year, such that EMWPREP can meet the joint requirements of the partnership and the individual requirements of partner HEIs
- Developing and implement new and innovative research methodologies to evaluate the impact of university outreach programmes
- Specific evaluations for De Montfort University, Keele University, Loughborough University, and the University of Nottingham,
- Jointly leading on maintaining and enhancing the Monitoring and Evaluation Database functionality
- Maintaining the profile of the partnership through management of the website, social media accounts, attendance at relevant conferences/committees and sharing best practice
- The EMWPREP budget including planning, monitoring and reporting financial expenditure to the Steering Group
- Managing the relationship with individual partners, and setting up the appropriate collaborative data sharing agreements with any new partners.
- Ensuring the partnership is complement with the latest Data Protection Guidance
- Coordinating interim and end of year reports for partners related to outreach activities and participants recorded on the database.
- Reporting partnership developments at the EMWPREP Steering Group Meetings
- Providing advice and assistance to partnership members in relation to targeting disadvantaged learners
- Liaising with relevant organisations, such as DfE, UCAS and HESA, on the provision and sharing of data

Emma Burr: EMWPREP Data Officer

Has responsibility for:

- Jointly leading on maintaining and enhancing the Monitoring and Evaluation Database functionality
- Providing database training and guidance to all staff including development of user manuals and audit documents
- Updating database consent forms in line with the latest Data Protection Guidance
- Assisting in the analysis and dissemination of interim and end of year reports for partners related to outreach activities and participants recorded on the database.
- Ad-hoc database data requests
- Specific evaluations for Bishop Grosseteste University, Nottingham Trent University and the University of Leicester
- Maintaining the profile of the partnership through management of the website, social media accounts, attendance at relevant conferences/committees and sharing best practice
- Production of ad hoc presentation requests
- Organisation and note taking of EMWPREP Steering Group meeting

Camellia Hayes: EMWPREP Data Analyst

Has responsibility for:

- Leading on the analysis and dissemination of interim and end of year reports for partners related to outreach activities and participants recorded on the database.
- Quarterly database cleansing and auditing
- Ad-hoc database data requests
- Specific evaluations for the University of Derby and the University of Lincoln
- Leading on the production and dissemination of EMWPREP Bi-Monthly Newsletter
- Maintaining the profile of the partnership through management of the website, social media accounts, attendance at relevant conferences/committees and sharing best practice
- To work with colleagues to source data and agree robust methodology to target, track and monitor widening participation work.
- Note taking of EMWPREP Steering Group meeting

Eliot Hudson-Jones: EMWPREP Project Officer (NCOP)

Has responsibility for:

- Leading on the analysis and dissemination of in-year and end of year reports on the progress, outcomes and impact of NCOP for local consortia and HEFCE
- Ad-hoc database data requests
- Specific evaluations for DANCOP, LiNCHigher, Higher Horizons+ and Pathways Consortia
- Disseminating findings of individual consortia evaluations (via statistics, analyses, presentations and reports) contributing to the 'What Works?' in widening participation evidence pool and to assist in explaining relevant trends.
- Maintaining the profile of the partnership through management of the website, social media accounts, attendance at relevant conferences/committees and sharing best practice
- Assisting in liaising with relevant organisations, such as DfE, UCAS and HESA, on the provision and sharing of data
- Provide input on the enhancement of evaluation and monitoring methods.
- Supporting the provision of training to NCOP partners using the Monitoring and Evaluation Database in conjunction with the EMWPREP Data Officer.
- Developing resources to support consortia and the wider EMWPREP partnership with in-house evaluation and monitoring of activity