



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Widening Participation – Thrive Mentor

Department/Division: Widening Participation - Academic Registrar's Division (ARD)
Accountable to: Widening Participation Officer

Job Summary

Widening Participation

LSE is the world's leading social sciences institution, established for the betterment of society. The School is committed to widening access to and participation in higher education and 'developing LSE for everyone' is a key objective of the new LSE 2030 strategy.

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.

LSE Thrive Programme

LSE Thrive is a sustained 10-month access programme for Year 12 students of Black heritage who live in or close to London (approx. 90 minutes from the LSE campus) and are interested in applying to study at LSE.

The programme comprises of elements such as online mentoring, information sessions and campus visits. The programme is delivered in a hybrid format; students are invited to campus to fully experience the LSE community and student life whilst other content is delivered virtually.

Our Thrive Mentors will be responsible for mentoring up to 3 students via our **online** platform for **20 weeks** over an 8-month period (more details can be found in the Contractual Commitment section below)

Thrive Mentors will also have the opportunity to apply to work additional virtual and in person events related to the Thrive programme throughout the academic year

Duties and Responsibilities



Main duties:

Delivery of e-mentoring via online platform with Thrive cohort over the span of the programme including:

1. Providing advice and guidance to mentees on topics of interest to them such as applying to university, career support, and study support.
2. Acting as a role model and positive representative for the LSE, your course and your department
3. Demonstrating excellent commitment to the role and effective time management to maintain the relationships over an extended period

Additional optional duties

4. Support with the delivery of event activities both in person and online, including participating in a Student Q&A panel, supporting speakers to lead tasks in small groups, providing administrative support to online events, leading campus tours etc.

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.

LSE undertakes to discuss any matter revealed on a DBS certificate 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>

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)



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Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.