



## Enrichment Officer

**37 hours per week**

**Term Time Only (37 weeks per year)**

**£16,987 per annum (£20,467 full time equivalent)**

**Local Government Pension Scheme**

**Permanent**

**St Albans Campus**

This is an exciting opportunity to join an outstanding student experience department at Oaklands College. You will be joining the Outside the Box (OTB) Team working with students beyond the classroom, priorities are to ensure students are successful and progress to University or into employment.

This rewarding role will focus on engaging with students and increasing participation in a whole range of enrichment activities ranging from cultural, social and personal development with the aim of ensuring that students' time at College is fulfilling and offers a broad range of learning experience. You will work with the curriculum areas across campuses to ensure that the enrichment activities support and enhance the students College experience. Support and manage the student lounge across lunch and break times to ensure a safe and inclusive environment. Work closely with the student union and other student services teams. You will have the opportunity to be creative and develop and implement a programme of activities that appeal to students and encourage them to positively participate and contribute in college life.

You will have a Level 3 qualification relevant to the role and substantial experience of providing enrichment activities working with a diverse range of young people particularly those in the 16-19 age range. Experience of delivering workshops and organising activities is essential.

**End Date: Sunday 15<sup>th</sup> October at 23:59**

**Interview: TBC**

## Job Description

CAREER FRAMEWORK Student Services  
JOB TITLE OTB Student Enrichment Officer  
LEVEL  
REPORTING TO OTB & The Edge Supervisor

### SUMMARY OF POST:

The development, implementation and delivery of a comprehensive programme of activities for all students. Developing relationships both internally and externally to maximise the effectiveness of the service and the experience for students.

### KEY RESPONSIBILITIES

- To work pro-actively with OTB staff, students, OSU and relevant agencies to develop, promote and implement an inclusive and comprehensive programme of campus wide sessions & activities relevant to student needs and OFSTED requirements. Specifically working on themes allocated by the OTB & Edge Supervisor.
- To work with curriculum, OTB, OSU & the Edge staff to promote sessions & activities.
- To maintain appropriate records, including evaluation sheets from all activities for monitoring purposes
- To evaluate and implement impact measures to judge the effectiveness of the programmes and activities in order to ensure the activities are continuously improved and relate to student's views and ideas
- Create, develop and maintain external partnerships to ensure students have good access to services directly or via referrals.
- To create a stimulating and positive student lounge environment ensuring they are welcoming and accessible by all; safe and secure
- To maintain display boards in public areas across the campus
- Signpost all students who should be referred onto personal tutors or student advice staff
- Distribute the C-Card programme and Chlamydia testing as required
- Support all OTB, Edge & OSU events & activities
- To participate in the Colleges main enrolment periods, participating in the triage and assessment activities

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training and CPD events as necessary.

### CRITERIA

#### RECRUITMENT short listing

- Level 3 qualification relevant to the role
- Substantial experience of providing enrichment activities working with a diverse range of young people particularly those in the 16-19 age range
- Experience of delivering workshops and organising activities

#### ESTABLISHED

- Completed in house training relevant to the role including Pro Solutions
- Level 2 in English, Maths and IT
- Completed probationary period satisfactorily
- Completed Induction Programme and Modules
- Knowledge of funding eligibility and bursary entitlement
- First Aid Qualification

#### EXPERIENCED AND QUALIFIED

- Two years' experience in job role
- Evidence of delivering student briefings and group workshops on student related issues
- Demonstrate student success through job role

- Training or qualifications on wellbeing related topics

DEVELOPED STAGE – Assessed against the values and behaviours

#### PERSON SPECIFICATION

- Organised approach to work, able to work on own initiative and to administer own workload.
- Ability to evaluate and reflect on own performance
- Ability to form balanced judgements about student problems and support needs
- High level of personal integrity and confidentiality
- Ability to work flexibly to meet the needs of the business
- Ability to stay calm under pressure
- Ability to work in a professional, impartial and non-judgemental way
- Excellent customer service skills and a genuine interest in working with and helping customers
- An awareness of cultural diversity

#### SKILLS AND EXPERIENCE

- Experience of developing and delivering a range of activities for learners of all ages and abilities
- Experience of delivering presentations/tutorials to groups of learners on a range of subjects
- Sound knowledge of agencies that work with young people and understanding of the need to make referrals
- Ability to deliver sexual health advice via the C Card scheme
- Demonstrate ability to organise and deliver key events for learners
- Effective verbal and written communication skills
- Skills and abilities to work with relevant internal and external services/agencies
- Good administrative , organisational and presentational skills
- Good IT skills and experience of using database recording systems
- Student-centred approach and good organisational and time management skills
- Experience of working effectively with client groups including maintaining appropriate discipline and behaviour

Date approved April 2012

Date reviewed September 2016

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.