



# JOB DESCRIPTION

**POST TITLE:** COMMUNITY ENGAGEMENT ADVISOR  
(Fixed Term Until July 31<sup>st</sup> 2022)

**POST NUMBER:** WREQ2912

**GRADE:** LECTURER SCALE 1-2

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## **JOB PURPOSE**

Under the direction of the Strategic Lead – Adult Commercial Strategy and Development you will carry out engagement and recruitment activities with learners within the West of England Combined Authority area. The primary purpose is to engage potential learners defined as priority learners within the West of England Combined Authority providing advice and guidance and supporting them onto educational courses provided by Weston College and the wider West of England Combined Authority education providers.

## **DUTIES AND RESPONSIBILITIES**

- To play an active role in the marketing and promotion of courses for the unemployed through engagement activities such as attending job fairs, delivering advice sessions in Job Centre Plus and utilisation of other recruitment engagement opportunities.
- To provide employers and learners with up to date and accurate information, providing careers advice and guidance to potential candidates.
- Support the enrolment and on-boarding of learners onto educational courses.
- To provide support with the wider College teams and lead with key employers on recruitment and assessment centre campaigns.
- Have engagements of a defined number each week with priority learners and convert a percentage of these into educational programmes.
- To be a proactive member of staff looking to develop opportunities for both learners and the College itself.
- To undertake other such duties as may be reasonably required commensurate to the grade of post.

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## **SPECIFIC DUTIES**

- Be proactive with learners who wish to progress onto programmes through the website and other referral methods.
- Hold diarised appointments in appropriate job centre locations in either WECA.
- Conduct advice sessions with perspective learners and provide support for CV and job seeking skills where appropriate.
- Liaise with other College stakeholders to ensure a collegiate approach to appropriate advice and guidance.
- Develop innovative approaches to market and promote opportunities for priority learners.
- Attend collegiate and departmental activities such as Open Evenings and Business Events.
- Comply with all College policies and procedures.
- Complying with Information Security requirements, in line with Weston College policy.
- To carry out such other duties as required by the Principal and commensurate with the grade of the post.

## **SUPERVISORY RESPONSIBILITY**

None.

## **SUPERVISION RECEIVED**

The person appointed will be responsible to the Strategic Lead – Adult Commercial Strategy and Development

## **CONTACTS**

The post holder will have frequent contacts with College staff, students, parents/carers, employers, schools, as well as other external organisations/agencies.



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## **SPECIAL CONDITIONS**

The post will involve some travel in order to attend events, so a full driving license and your own transport available at all times is essential.

Due to the nature of the role, you will also need to sometimes be adaptable regarding your hours to working flexibly as part of the team (for example, to attend a College Open Evenings).

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Academic staff applies.

### **SALARY**

Lecturer Scale, Points 1-2: £23,840.00 - £25,361.00 per annum

### **HOURS**

Hours of attendance: Full-time 37 hours per week.

Annual leave: 281.5 hours, inclusive of bank holidays and company closures.

*The College reserves the right to direct up to five days of your annual leave entitlement for efficiency purposes.*

***Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.***

This post is funded by the West of England Combined Authority (WECA).

# PERSON SPECIFICATION

|  | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English.<br><i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i> | ✓         |           |
| Educated to A Level or equivalent standard.  | ✓         |           |
| Qualified to level 3 in Information Advice and Guidance.   |           | ✓         |
| Some relevant experience of recruitment for either employers or learners.  | ✓         |           |
| Experience in providing Information, Advice and Guidance.  |           | ✓         |
| Computer literacy.   | ✓         |           |
| Excellent organisational skills.   | ✓         |           |
| Excellent interpersonal skills.  | ✓         |           |
| Ability to work as part of a team.   | ✓         |           |
| Ability to work to KPIs and targets.   | ✓         |           |
| Excellent communication skills.  | ✓         |           |
| Full driver's licence and access to own vehicle at all times.  | ✓         |           |