



JOB DESCRIPTION

JOB TITLE:	Employability Administrator
GRADE:	Grade G, £18,384 - £20,581 per annum <i>(Please note that this salary is based on the post being term time only and includes holiday pay)</i>
DEPARTMENT:	Student Services
HOURS:	37 hours per week, term time only, 40 weeks per year
RESPONSIBLE TO:	Careers and Employability Manager
CAMPUS:	Strode's
JOB PURPOSE:	<p>To provide administrative and front-line service support to the Careers and Employability Team.</p> <p>To promote and run a series of employability and non-careers specialist workshops for different student groups, parents and staff that support understanding of careers and employability related processes and practices</p>

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. To provide general day to day administrative support to the Careers and Employability Team including:
 - Booking appointments on behalf of the careers service for key stakeholders
 - Maintaining careers related resources in both hard and soft copy such as via the VLE, website or ILP, including the promotion of services, events and activities and guides to support students and parents.
 - Working with the wider Careers Team to ensure that displays are current and relevant to students.
 - Acting as a front line 'receptionist' for careers related enquiries, dealing with face to face as well as electronic and telephone enquiries from parents, students and other stakeholders.
 - Working with the wider careers team to track and monitor students
 - Generating system data for the Careers and Employability Manager for statistical analysis
 - Supporting the administration of the UCAS systems, Unifrog or other similar careers systems.
 - Supporting the collection of feedback and learner voice data on behalf of the service, through mechanisms such as surveys, feedback forms and focus groups.
 - To be present at events such as open evenings, parents' evenings, welcome days and employer events to promote careers services and signpost individuals.
 - To contribute to the production of a careers and employability bulletin.
 - To maintain records of careers related contacts, opportunities and events.
2. To coordinate the organisation of careers and employability related activities both on and offsite, that may include:
 - Careers and employability related fairs or workshops.

- Employer, training provider, college and university visits, in addition to inviting in other organisations that offer opportunities to students.
 - Taster or skills based sessions.
 - Information events.
 - Support sessions e.g. job clubs.
 - Volunteering or work experience opportunities.
3. To deliver non-careers specialist workshops / sessions for individuals and all groups of students, such as 16-18, HE, Adults and Foundation Learning, in areas such as; searching for opportunities online, basic CV skills, personal statement guidance, selecting university courses and other signposting activities that support development of careers-related and employability skills.
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NOTE

The post will be primarily based at one of the college campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the Data Protection Policy

August 2018

PERSON SPECIFICATION

		Essential	Desirable	Source of Evidence
	Qualifications			
1	Educated to at least A Level standard or demonstrable equivalent experience in a customer service focussed or educational setting.	✓		AF
	Skills, knowledge and abilities			
2	The ability to confidently communicate with a range of key stakeholders, both verbally and in writing.	✓		AF/IV
3	The ability to work accurately and independently with attention to detail, managing workloads effectively during peak periods.	✓		IV
4	Able to deal with confidential issues appropriately and sensitively.	✓		IV
5	Demonstrable experience of working to a high level with Microsoft Office packages, including Word, Excel, Publisher and PowerPoint.		✓	AF/IV
6	Proficient in the use of the Internet as a source of changing information, with an ability to adapt content for a College environment	✓		IV
7	Recent experience of having worked in an advice and guidance or customer facing role.		✓	AF
8	Experience of event organisation.	✓		AF/IV
	Knowledge and Experience			
9	Experience of working collaboratively and effectively as part of a wider, diverse team	✓		AF/IV
10	Experiencing of working with a wide range of individuals including 16-18 and adults		✓	AF
11	Excellent level of problem solving skills and proactivity, keen problem solving skills	✓		AF/IV
12	Knowledge and understanding of the UCAS process and systems		✓	AF

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the above elements may be assessed at interview