****

**Job Description – Student Enrichment Co-ordinator**

**JOB TITLE**

Student Enrichment Co-ordinator

**ACCOUNTABLE TO:**

Director of Student Services

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

 ‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

* Develop and deliver an appropriate, relevant and student responsive programme of cross college enrichment and character education that is accessible to all students. Work with the Student Services Team to effectively support college Changemakers activities by facilitating student led groups and campaigns. Actively promote Equality, Diversity and Inclusion values across all activities. Facilitate engaging activities which supports behaviours & attitudes, wellbeing and personal development.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* Devise, plan and implement a calendar of engaging, student responsive enrichment activities, ensuring a rich, positive, well-rounded experience at the College that supports behaviours & attitudes, wellbeing and personal development.
* Provide regular cross college reports that illustrate engagement and activity captured in EBS, identifying any skills gaps and seek to address them.
* Develop and implement a clear process for capturing the curriculum enrichment offer.
* Support students to record all activities on EBS and ensure student reflections are completed.
* Coordinate student groups to take part in cross college collaborative initiatives e.g. Changemakers
* Promote, recruit and lead on student volunteer projects, completing any planning documentation, expenditure tracking and impact reports.
* Gather feedback on the quality and breadth of enrichment and facilitate student focus groups to ensure an excellent student experience.
* Prepare data as requested by line manager e.g. Track and monitor participation of enrichment activities and identify actions to tackle low levels of engagement.
* To support the organisation and delivery of parent/carer engagement events and develop innovative ways to improve parent/carer engagement**.**
* To develop ideas around the constructive use of social spaces within the College to enhance student recreational time
* To actively promote the benefits of physical activity and healthy lifestyle choices to students and support them to make positive changes through engagement with enrichment
* Work effectively with colleagues and be proactive in maintaining a safe learning environment.
* To assist with general student experience activity within the directorate and additional events such as open evenings and enrolments as required.
* Work to given timescales, within agreed budgets and record and report on as and when required.
* Research sponsorship and external funding opportunities and collaboration opportunities and work within allocated budgets**.**

**Essential Skills & Qualities**

1. Able to lead, motivate, inspire and engage both learners and staff in additional activities.
2. An ability to organise own work routines effectively with minimum supervision or support.
3. A proven ability to develop and maintain relationships with a wide range of stakeholders.
4. Excellent IT, written and verbal communication skills along with initiative, tact and diplomacy.
5. Ability to be solution focused, innovative and flexible in approach.
6. Excellent organisational, presentation and time management skills.
7. An ability to problem solve and ‘think outside the box.’
8. Articulate and be able to communicate professionally with colleagues and other professionals at all levels, both internally and externally.
9. Ability to work effectively and successfully both independently and as part of a team.
10. Ability to cope with a challenging and demanding workload making good use of resources to support task completion.
11. Prepared to take and implement decisions and accept responsibility for own actions.
12. Self-starter/finisher with a can-do positive attitude
13. An imaginative and creative innovator

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification –** Student Enrichment Co-ordinator

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| 5 GCSE qualifications at 4 or C (including English and mathematics) | **✓**  |  | AF / CERT  |
| A qualification in Youth Work, Event Management or a related discipline or willingness to work towards |  | **✓**  | AF / CERT |
| Level 1 or 2 Safeguarding, Child Protection and Prevent qualification |  | **✓**  |  |
| Experience |  |  |  |
| A good working knowledge of all elements in Microsoft Office  | **✓**  |  | AF / IV / AT |
| Experience and understanding of the FE/education sector | **✓**  |  | AF / IV / AT |
| Able to interact positively with young people and adults | **✓**  |  | AF / IV / AT |
| Ability to think creatively and be innovative in introducing new concepts, themes and fund-raising activities for learners | **✓**  |  | AF / IV / AT |
| Able to communicate effectively at all levels using the most effective media | **✓**  |  | AF / IV / AT |
| Ability to form and maintain appropriate relationships and boundaries with learners.  | **✓**  |  | AF / IV / AT |
| Experience of managing a budget |  | **✓**  | AF / IV / AT |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all  | **✓**  |   | AF / AT / IV  |
| Welcome suggestions for improving standards and offer suggest improvements  | **✓**  |   | AF / AT / IV  |
| Act as a team player  | **✓**  |   | AF / AT / IV  |
| Accept responsibility for personal activities within agreed parameters   | **✓**  |   | AF / AT / IV  |
| Display a high standard of personal integrity   | **✓**  |   | AF / AT / IV  |
| Demonstrate a good understanding of and positive commitment to organisational objectives  |  **✓**  |   | AF / AT / IV  |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner   | **✓**  |   | AT/ IV  |
| Analytical & Decision Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems  | **✓**  |   |  AT / IV  |
| Organised and attentive to detail  | **✓**  |   | AT / IV  |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand  | **✓**  |   | AT / IV  |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students  | **✓**  |   | AT / IV  |
| Develops relationships with internal customers and gains their respect  | **✓**  |   | IV  |
| Treats internal customers fairly and in a non-discriminatory manner  | **✓**  |   | IV  |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output  | **✓**  |   | AT / IV  |
| Ability to prioritise own work, multi-task and shift priorities  | **✓**  |   | AT / IV  |
| Proactive in taking action to achieve goals  | **✓**  |   | AT / IV  |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview