

<b>JOB DESCRIPTION AND PERSON SPECIFICATION</b>		
<b>Job Title:</b> Employability Trainer		<b>Accountable to:</b> Senior Employability Trainer, Careers and Employability (CE)
<b>Contract Length:</b> Two years	<b>Hours per week/FTE:</b> 35	<b>Weeks per year:</b> AYR
<b>Salary</b> £34,943.00 - £42,914.00		<b>Grade:</b> 4
<b>College/Service:</b> Careers and Employability /ADS		<b>Locations:</b> High Holborn and UAL Colleges
<p><b>Purpose of Role:</b></p> <p>The Employability Educator will develop deliver and share employability resources, information, workshops for students and graduates, innovating subject matter, and developing imaginative ways to deliver content. Delivery will be both centrally and in colleges and will provide an extracurricular employability learning offer, particularly supporting students who are preparing for work opportunities whether temporary or permanent including in UALAT or who are looking to develop their CVs or portfolios and capture and showcase their experience and creative attributes. The role will work collaboratively and strategically with the Employability Practitioners and the wider CE team</p>		
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To generate, organise and deliver presentations, interactive workshops, intros, and events, working closely with Employability Practitioners and other UAL colleagues to communicate and coordinate services, opportunities and events outside the curriculum.</li> <li><input type="checkbox"/> To take responsibility to design and manage the extra-curricular C&amp;E offer within the designated colleges tailoring it according to the needs of the college</li> <li><input type="checkbox"/> To support the implementation of the Creative Attributes Framework and Policy, and the application and communication of the framework/policy within areas of own responsibility e.g. CE presentations, interactive workshops, events, resources and materials for students, graduates and staff.</li> <li><input type="checkbox"/> To support the design and delivery of Graduate Futures Week (and other CE event programmes as required) and to actively promote and communicate the CE programme to students, staff and courses e.g. funding, mentoring, internships, competitions, awards, etc.</li> <li><input type="checkbox"/> Provide CV checks to students on a regular/limited basis exploring a range of models for effective delivery e.g. face to face, online feedback, etc</li> <li><input type="checkbox"/> To support College led employability and enterprise initiatives where appropriate</li> <li><input type="checkbox"/> To provide specialist employability information, resources and support (in specified areas) for students, graduates and staff, and to represent CE in meetings, groups and on specific initiatives where these specialisms are relevant</li> <li><input type="checkbox"/> To work to CE objectives and targets, evaluating and reporting on student engagement, performance, impact and feedback.</li> <li><input type="checkbox"/> To work strategically with key members of the CE team to inform, influence and enhance the delivery, development, value and impact of CE services and programme <ul style="list-style-type: none"> <li>• To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University</li> <li>• To undertake health and safety duties and responsibilities appropriate to the role</li> </ul> </li> </ul>		

- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
  - To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
  - To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Head, Careers and Employability
- Senior Employability Trainer
- Manager College and Curriculum Team
- Employability Practitioners

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment):

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Employability Trainer**

**Grade: 4**

**Person Specification**

<p>Specialist Knowledge/ Qualifications</p>	<ul style="list-style-type: none"> <li>• Has first Degree or advanced qualification relevant to careers development.</li> <li>• Understanding of key issues related to student and graduate careers development, progression and destinations.</li> <li>• A significant understanding and knowledge of student' development of enterprise and employability skills.</li> <li>• A detailed understanding of key factors that influence graduate careers and destinations in the creative sector.</li> <li>• Advanced project management skills and ability to use a range of related tools, methods and resources.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to produce engaging and persuasive marketing copy that communicates effectively with multiple audiences and to use it for promotional purposes employing multiple channels from flyers and email to social media.</li> <li>• Ability work to targets and to monitor, evaluate and report on own area of impact and performance.</li> <li>• Ability to manage travel and work across a variety of different sites across greater London on a frequent basis.</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of working in a HEI and/or in a creative university careers service or has significant experience of working in a company, agency or employer in the creative and cultural sector.</li> <li>• Experience of working in or knowledge of the creative industries sector including creative business in the visual arts, crafts, fashion, design, performance or communications sector.</li> <li>• Experience of developing, managing and delivering professional development programmes, workshops and talks for students and graduates on a frequent basis.</li> <li>• Experience of managing a range of events particularly those that benefit students and graduates career development and progression.</li> <li>• Significant and demonstrable experience of managing projects of a concurrent and overlapping nature, to deadline and within budget.</li> <li>• Relevant experience in own area of work and is able to work independently without direct supervision.</li> </ul>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	<p>Uses effective teaching approaches to support and develop students' employability</p> <p>Supports learning for diverse student groups</p>
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time

Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria