

JOB DESCRIPTION

Job Title: Assistant Employability Trainer		Accountable to: Senior Employability Trainer
Contract Length: 2 years	Hours per week/FTE: 35 hours	Weeks per year:
Salary: £25,061-£29,358		Grade: 2
College/Service: Careers & Employability		Location: High Holborn

Purpose of Role:

The Assistant Employability Trainer will deliver and share employability resources, information, 1-2-1 drop-ins and workshops for students and graduates focusing on CV development and preparation for employment. 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 those working for 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

Duties and Responsibilities

- To deliver CV checking service across the colleges
- To perform capability interviews, enabling students and graduates to articulate their skills according to their experiences and competencies
- Hold one-to-one capability meetings with temps who are unable to find work, signposting them to workshops or training as required; providing them with feedback and information.
- Reviewing applications, helping students and graduates to prepare for interviews,
- Providing organisational support to the Employability training team including room booking
- Work to support the employability education team to deliver employability the extracurricular offer.
- To provide occasion administrative staffing cover for C&E Creative Opportunities job website.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- 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.

- Employability Trainer
- Senior Employability Trainer
- Head of Careers & Employability

Specific Management Responsibilities

Budgets:

Staff:

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Student Employment Officer/Assistant

Grade: 2

Person Specification

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • Skills in using IT systems/ applications/ databases such as managing/ maintaining records, bookings etc. • Familiar with content management systems databases • Familiarity with CV writing and presentation skills
Relevant Experience	<ul style="list-style-type: none"> • Experience in providing preparation for work support to students • Experience of dealing sensitively with a wide range of enquiries and a diversity of needs • Experience of managing sensitive information in a secure environment.
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively orally and in writing • Has excellent spelling and grammar
Planning and Managing	

Resources	<ul style="list-style-type: none"> Plans, prioritises and organises work to achieve objectives on time Experience of diary management
Teamwork	<ul style="list-style-type: none"> Works collaboratively in a team
Student Experience or Customer Service	<ul style="list-style-type: none"> Provides a positive and responsive student or customer service. Managing student expectations
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> Uses initiative or creativity to resolve day-to-day-problems