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| **JOB DESCRIPTION AND PERSON SPECIFICATION** | | | |
| **Job Title**: Senior Employability Trainer | | **Accountable to**: Head, Careers and Employability (CE) | |
| **Contract Length**: Two years | **Hours per week/FTE**: 35 | | **Weeks per year**: AYR |
| **Salary**: £38,694.00 - £46,423.00 | | **Grade**:5 | |
| **College/Service**: Careers and Employability /ADS | | **Locations**: High Holborn and UAL Colleges | |
| **Purpose of Role:**  The Senior Employability Educator will lead and manage the delivery of the extracurricular employability learning offer. 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 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. The role will line manage the Creative Opportunities offer ensuring it is aligned with extracurricular learning. The role will also liaise with the manager of UALAT ensuring the learning needs of student and graduate temps are being met. | | | |
| **Duties and Responsibilities**   * To oversee and line manage Employability Educator Team, coordinating the extracurricular employability offer, setting and monitoring objectives, targets, strategic plans and impact. * To oversee and line manage the Creative Opportunities Coordinator * To liaise with UALAT to ensure the employability learning need of temps and students on other paid projects are met * To represent the work of the Employability Practitioners within the CE Managers Group and to the Head of Careers and Employability. * To work as a member of the CE managers group to define general CE objectives, identify targets, and develop methodologies for evaluating and reporting on student engagement, performance, and impact. * To work with the College and Curriculum team to coordinate the offer in colleges * To draw upon and interface with other C&E specialist expertise such as WP, IP, Diversity, and Enterprise where appropriate to support college delivery. * To take responsibility to design and manage the extra-curricular C&E offer within the designated colleges tailoring it according to the needs of the college * 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. * 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. * To support College led employability and enterprise initiatives where appropriate * 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 such as with courses identified in the Make a Difference programme * To work to CE objectives and targets, evaluating and reporting on student engagement, performance, impact and feedback. * To work strategically with key members of the CE team to inform, influence and enhance the delivery, development, value and impact of CE services * To work to CE objectives and targets, evaluating and reporting on student engagement, performance, impact and feedback. * 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 * 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 | | | |

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| **Key Working Relationships**: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.  * Head, Careers and Employability * College and Curriculum Team Manager * Employability Practitioners |
| **Specific Management Responsibilities** **Budgets**: None  **Staff**: None  **Other** (e.g. accommodation; equipment): |

Signed Date of last review

(Recruiting Manager)

**Job Title: Senior Employability Trainer Grade: 5**

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| Person Specification | |
| Specialist Knowledge/ Qualifications | * Has first Degree or advanced qualification * Understanding of key issues related to student and graduate careers development, progression and destinations. * A detailed understanding of key factors that influence graduate careers and destinations in the creative sector. * Ability work to monitor, evaluate and report on own area of impact and performance. * Ability to manage travel and work across a variety of different sites across greater London on a frequent basis. |
| Relevant Experience | * Experience of managing a team in an HE environment * Significant experience preparing students for temporary or permanent work * Significant experience in supporting the employability development of students or graduates during and after undertaking work experience * 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. |
| 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 | Uses effective teaching approaches to support and develop students’ employability  Supports learning for diverse student groups |
| Professional Practice | Contributes to advancing professional practice 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 |
| 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