

JOB DESCRIPTION

Job Title: Employability & Progression Assistant

Accountable to: Mentoring and Projects Coordinator

Contract Length: 2 years (fixed term)

Hours per week/FTE: 0.8

Weeks per year: 52

Salary: £28,839.00-£35,205.00 per annum (pro-rata)

Grade: 3

College/Service: SEE / LT&E / Academic & Development Services

Location: High Holborn

Purpose of Role:

To administer and assist with the effective delivery of a programme that supports the inclusion, retention and progression of widening participation students at UAL in relation to employability, enterprise, career aspirations and employment outcomes.

The role holder will work across the team to support with research, administration, development, evaluation and delivery of these programmes. Responsibilities include (but are not limited to) producing the monthly e-newsletter, handling email and telephone enquiries, general office and systems administration, evaluating and generating reports on the service and administering and supporting events, projects, mentoring, funding and award schemes.

The Employability and Progression team aims to support students who are underrepresented in the creative industry to make a living doing what they love. We work with widening participation students including: students whose parent(s) / guardian(s) have not completed a university degree, students from a low-socio economic background and BAME students.

Duties and Responsibilities

To provide assistance and administrative support to specific employability-focused initiatives, programmes and projects designed to support the retention, attainment and progression of students from widening participation backgrounds.

Administration

- Dealing efficiently with day-to-day enquiries and information requests from students, applicants, external partners/organisations, employers, and internal staff, on the telephone, by email and in writing, providing and clarifying information as appropriate,
- Providing administrative support for programmes and meetings including room booking, printing, photocopying and circulating papers, minute taking, preparing partnership agreements, confirming speakers/participants, tracking applications to programmes / events, ordering catering, setting up technical equipment, handling follow-up communication and evaluation forms and supporting the team as required.
- Supporting the applications, judging and awarding of the MEAD awards; including: tracking applications, briefing judges and sending feedback to applicants.
- Creating and maintaining accurate systematic records, supporting the analysis of data, the collation of information and the production of reports. Such records will include: Tracking attendance, the profile of students and programme participants, tracking industry engagement, partner feedback, student feedback and student progression.
- Supporting the matching of Professional Mentors and students/ alumni (SUMAC system),
- Researching potential partnerships and feeding back to the team,
- Researching potential progression routes or programmes for graduating students/ alumni and feed back to the team,
- Compiling internal and external contact databases,
- Preparing contract and agreement paperwork for suppliers, partners, students, temporary staff and hourly paid staff.

Financial administration

- Administering payments to students, hourly support staff, suppliers and internal departments,
- Updating and monitoring programme budgets as required.

Assisting programme delivery

- Contributing to the developing design, planning, delivery and evaluation of the employability and enterprise programmes for students from a widening participation background.
Programmes currently include but are not limited to: Be Your Own Boss: The A-Z of Freelancing Course, KNKTU: a student-led creative network, NYLON: An exchange project, events at Graduate Futures Week and Creative Enterprise Week, Professional Mentoring Programme, Industry Visits Out, Gradual Podcast, Internships, My Brothers' Keeper: A leadership programme and work-based partnership projects with: Tate, Peckham Platform, The KUSP, Exposure, Palace Arts and GUAP.
- Contributing to discussions and good practice sharing at UAL (within and outside the C&E team) related to enterprise, employability and widening participation,
- Developing own awareness of current thinking in retention, progression & attainment in relation to employability and enterprise within UAL and other research institutions/agencies.
- Assisting with the on-the-day running of events.
- Working effectively as a member of the Careers and Employability team, supporting other team members in delivery of Careers and Employability programmes where needed.
- To develop an awareness of departmental operations and programmes and bring forward suggestions for improvements or changes.

Marketing and Communications

- Drafting copy and producing online and printed materials for the team and its programmes,
- Produce the monthly e-newsletter (Mailchimp),
- Listing events (Salesforce / Eventbrite)
- Promote and increase awareness of our programmes by:
 - liaising with and supporting a range of relevant staff and stakeholders at UAL (e.g. Academic support, course tutors etc) to encourage them to promote opportunities to students they engage with and refer students to our service,
 - attending and speaking at targeted events,
 - Liaising with relevant Marketing and Communications teams to ensure promote programmes are promoted on their channels, where needed.

General

- Occasional evening and weekend work required, with advance notice given.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- 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:

Employability and Progression Team:

- Employability and Progression Practitioners x 2, Careers and Employability
- Employability and Progression Programme co-ordinator,
- Mentoring and Projects Co-Ordinator, Careers and Employability

Wider Careers and Employability team:

- Head of Careers and Employability, Careers and Employability
- Employability Manager, Careers and Employability
- College Team
- Events and Enterprise team
- Artquest team
- ArtsTemps team
- Creative Opportunities team

Other UAL Teams:

- ADS Finance,
- College academic staff
- College Academic Support staff
- College Admissions staff
- Insights Outreach Teams
- Diversity team
- Registry staff
- Students Union

Specific Management Responsibilities**Budgets:** None**Staff:** None**Other** (e.g. accommodation; equipment): None

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Employability and Progression Assistant**Grade: 3****Person Specification**

Specialist Knowledge/ Qualifications	Knowledge of Microsoft Office applications Some knowledge of widening participation and broader diversity issues in arts, design and communication industries and further and higher education. Preferred but not essential: Knowledge of Adobe InDesign and Photoshop. Knowledge of Mailchimp online platform
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Relevant Experience	<p>Experience of providing administrative and project support</p> <p>Experience of working at or assisting events</p> <p>Experience of producing visual and digital communication for online/ print marketing and communication.</p> <p>Preferred but not essential:</p> <p>Experience of compiling evaluations or collected data information.</p>
Communication Skills	<p>Experience of communicating with customers or service users via email, telephone and/or in writing, preferably with students or young people (16-24).</p> <p>Is able to adapt communication style to suit different audiences</p> <p>Is able to create and edit copy for online platforms.</p>
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works effectively as a member of a team, or group providing support, assistance and cover where needed.
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems</p> <p>Able to work in a flexible way</p>

Last updated: November 2018