

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Graduate Futures Consultant (Careers)			Accountable to: Head of Graduate Futures Consultants
Contract Length: Permanent	Hours per week/FTE: 35/Full Time	Weeks per year: All	
Salary: £34,943- £42,914 pa		Grade: 4	
College/Service: London College of Fashion, Graduate Futures, Business & Innovation		Location: 20 John Princes Street, London, W1G 0BJ and relocating the Stratford in 2023	

Purpose of Role:

The role of Graduate Futures Consultant (Careers) is to design and deliver extra-curricular Careers support as part of the Graduate Futures service to:

- Enable our students and graduates to fulfil their career ambitions through employment or self-employment
- Acknowledge their individuality, support their growth and encourage them as contributors to a civic society and innovation-led industry
- Create opportunities through connection and collaboration with our community of alumni and industry partners

This role works closely with students and graduates to help develop their employability skills, facilitating and delivering tailored workshops, and 1-1 coaching sessions, as well as co-ordinating specific events. The impact of the role is seen in the preparation of LCF graduates to take their place in industry, contributing to LCF's performance in Graduate Outcomes data.

The post holder builds and nurtures links across the University and other external organisations to develop networks with opportunities for students and works collaboratively across the Graduate Futures & Business Innovation team to maximise the potential of the resources and expertise available.

Duties and Responsibilities:

- To support the design and delivery of the annual extra-curricular student careers programme.
- To facilitate and deliver tailored workshops and co-ordinating sector specific events.
- To work with the team to develop content for presentations, workshops and online modules.
- To provide expert coaching and mentoring to students and graduates.
- To identify job opportunities to enhance the student experience and support them in developing their skills.
- To keep up to date with the industry & sector trends in the context of careers and enterprise within industry and Higher Education, sharing this regularly with the wider team and senior managers to disseminate best practice.
- To identify and engage suitable academics and industry partners to support students with collaborative workshops and networking events.
- To design and deliver workshops for external businesses engaged through LCF strategic partnerships e.g. IMA in Turkey.
- To support the negotiation of industry related opportunities, both within the UK and internationally.
- To manage projects and industry events as required.
- To line manage staff if appropriate.
- To engage with UAL careers academics & professional staff to develop a network of Careers practitioners, to support the consistency and quality of the careers education across the College.
- To effectively maintain reporting and monitoring of all activities, contributing to Teaching Excellence Framework metrics and other internal/external reporting requirements.
- To work in close co-operation with the University's central Legal Team, keeping the staff fully briefed of the University's policies and procedures and ensuring that these are adhered to when processing contracts.

Work within the University's policies and in particular to:

- Perform (from time to time) such duties consistent with their role level, assigned to them anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.

- Work in accordance with the University's Equality, Diversity and Inclusion agenda and the Staff Charter, promoting Equality and Diversity in their work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Undertake continuous personal and professional development.
- 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.
- 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.

- Graduate Futures Team
- Business & Innovation Team
- Associate Dean Graduate Futures & Enterprise
- Key Industry Partners
- Programme Directors and Academics
- Head of Careers and Employability, UAL

Specific Management Responsibilities

Budgets: No

Staff: If appropriate

Other (e.g. accommodation; equipment): None

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Graduate Futures Consultant (Careers) Grade: 4

Person Specification	
Specialist Knowledge/ Qualifications	<p>Educated to A level standard or relevant experience</p> <p>Relevant coaching/mentoring qualification or related experience</p> <p>Knowledge of industry and careers within the HE sector</p> <p>A proven ability in identifying the skills required in different fashion and lifestyle roles as well as being able to identify talent</p>
Relevant Experience	<p>Has recent relevant experience in industry and knowledge of industry and / or careers needs</p> <p>Experience of building networks, managing contacts within the UK and specifically EU and Internationally</p> <p>Project management</p> <p>Event management (Desirable)</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p>
Professional Practice	<p>Contributes to advancing professional practice/research or scholarly activity in own area of specialism</p>
Planning and Managing Resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups.</p>

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

Last updated: 09/08/2019