ual: university of the arts london

JOB DESCRIPTION	
Job Title: Employability and Progression Programme Co-ordinator	**Accountable to**: Employability & Progression Manager, Careers and Employability
Contract Length: Permanent **FTE**: Full-Time	**Weeks per year**: 52
Salary: £34,943.00- £42, 914.00	**Grade**: 4
College/Service: C&E/ The Exchange/ Academic & Development Services	**Location**: High Holborn/ Remote working

Purpose of Role:

To research, administer, develop, deliver and evaluate employability and careers focussed programmes and projects as part of the Creative Shift team within Careers and Employability (C&E) at UAL.

The role holder will lead 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. To support the programme the role holder will work in collaboration with a range of internal and external partners including C&E colleagues, Academic Support, Creative Industry partners and stakeholders.

The 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, but not limited to: students whose parent(s) / guardian(s) have not completed a university degree, students from a low-socio economic backgrounds and students from a BAME background / students of colour.

Duties and Responsibilities

- Responsible for developing and leading on specific employability and enterprise-focused programmes to support the improvement of graduate employment outcomes of students from widening participation backgrounds. This will include but not be limited to student engagement, industry/employer engagement, professional mentoring, internships, student-led programmes, communications and campaigns, research and a range of events and projects as part of wider Careers & Employability initiatives and programmes.
- Responsible for managing the Creative Shift Project Facilitator
- To recruit and oversee ArtsTemps, hourly-paid staff and freelancers to support the delivery of the programme.
- To evaluate the programmes led and collect data to support the ongoing improvement and reporting of the programme.
- Coordinate the student led Connect To: Creative Network programme and support it's delivery both online and in-person (when safe to do so). Connect To aims to bridge the gap between education and industry through network building and collaboration with students, staff and the creative industry professionals.
- To support the delivery and facilitation of online events, projects and meetings across different online platforms (Blackboard Collaborate, Teams, Zoom, Instagam and others where relevant)
- To lead on the coordination and communication strategy of all Creative Shift programmes with guidance and support from the creative shift team.
- To support the strategy and development of the of the Creative Shift team and online content.
- To promote the programmes including copywriting and editing web pages, liaising with internal staff and external partners, creating promotional materials, overseeing the monthly e-newsletter (Mailchimp) and presenting at events and conferences.
- Commission and oversee content production including: articles, visual media and podcasts.
- Create partnership agreements for projects under your responsibility.
- To manage, and nurture key relationships in order to support students' learning experience, career progression and professional opportunities in the creative and cultural sector including:
    - developing new industry partnerships and nurture existing ones this may include: cultural institutions, creative businesses, creative start-up's, social enterprises and the voluntary and charitable sectors.
    - Recruiting new students to our programmes and maintaining relationships with students to improve retention and progression within our programmes
    - Collaborating with other staff members at UAL including: other C&E departments, Academic Support, Insights Outreach teams and course staff.
    - Working effectively as a member of the Careers and Employability team, supporting other team members in delivery of Careers and Employability programmes and leading on team-wide initiatives.
- To contribute to discussions and good practice sharing at UAL (within and outside the C&E team) related to enterprise, employability and underrepresentation of groups in the creative industries and to develop own awareness of current thinking in retention, progression and attainment in relation to employability within UAL

and other research institutions/agencies.
- To liaise with UAL's Finance team on financial and payment issues and maintain a budget (ABW system) and expenditure record for programmes under your responsibility
- 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 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:
Creative Shift Team:
- Deputy Head Careers ad Employability
- Employability and Progression Manager, Careers and Employability
- Employability and Industry Manager, Careers and Employability
- Mentoring and Projects Co-Ordinator, Careers and Employability
- Creative Shift Project Facilitator, Careers and Employability
- Employability and Progression Assistant, 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
- Creative Opportunities team

Other UAL Teams:
- College academic staff
- College Academic Support staff
- Artstemps team
- College Admissions staff
- Insights Outreach Teams
- AEM
- Diversity team
- Registry staff
- Students Union

Specific Management Responsibilities

Budgets: Managing budgets for programmes under your responsibility.

Staff: Creative Shift Project Facilitator

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

Signed _____ Date of last review _____
      (Recruiting Manager)

Job Title: Creative Shift Programme Coordinator   **Grade:**   **4**

Person Specification	
Specialist Knowledge/ Qualifications	Knowledge of effective approaches to widening participation programmes in further and higher education. Knowledge of student/graduate employability and enterprise issues and trends, specifically in relation to underrepresented groups within the creative and cultural sector.
Relevant Experience	Significant experience of devising, delivering and evaluating creative careers, employability and/or enterprise programmes, preferably in an art and design HE environment. Significant experience of working with groups underrepresented in the creative and cultural sector, particularly individuals from lower socio-economic backgrounds, those whose parent(s) / guardian(s) have not completed a University Degree and/or BAME student groups. Experience of working on or facilitating student-led or youth-led programmes or collectives. Experience of establishing and sustaining key working relationships and/or partnerships, preferably with creative industry partners.
Communication Skills	Excellent communication skills to effectively orally, in writing and using visual media adapting the message for a diverse audience in an inclusive and accessible way Able to create and edit copy for multiple platforms.
Leadership and Management	Leads and manages programs effectively, ensuring quality standards are met and programme goals achieved Motivates employed, freelance and/or temporary staff setting clear objectives to manage performance.
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 academics, staff colleagues and professional groups, internally and externally . Is able to set clear goals and objectives for partnership working.
Student Experience or Customer Service	Builds and maintains a positive, responsive relationship with students.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems Uses initiative or creativity to resolve problems Able to work in a flexible way

Last updated: November 2020