

Group Member:		Leeds City College	
Job Title:		Level 4 Projects and Events Assistant Apprentice	
Reports to:		Performance and Operations Coordinator	
Job Grade	L4 Apprentice	Department	School of Enterprise and Employability

SPECIFIC ROLE RESPONSIBILITIES:

1. Support the RE: Workshop to organise a range of RE: Workshops for external individuals and businesses.
2. Develop relationships with a range of internal and external stakeholders to increase the reach of RE: within Luminare and in Leeds, supporting the internal and external financial targets.
3. Manage the RE: social media pages including LinkedIn, Instagram and Link Tree to increase the profile of the RE: Workshop both internally and externally in Leeds.
4. Develop the RE: online shop and website platform to increase product sales and workshop bookings.
5. Assist the RE: Workshop Manager to meet the internal and external financial targets set in Business Planning.
6. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. Support the RE: Workshop Manager with scheduling, budget management and invoices.
2. Work alongside the Innovation and Development team to develop relationships with key funders and Trusts to enhance the probabilities of successful funding applications linked to the RE: agenda.
3. Source and write external funding bids to secure external funding to develop RE:
4. Work with external businesses to promote the RE: offer to a wider audience and increase external partnerships and funding opportunities
5. Assist with the coordination of quarterly reporting of performance for the RE: Workshop.
6. Collate information and data to assist with the production of reports which shape recommendations and strategies for improvement consistent with our values.
7. Support the Level 3 Events Assistant with a range of events and projects to engage learners in the curriculum.

8. Assist with the coordination and running of Open Days and Parents evenings across the Directorate.
9. Support with a range of administration duties as requested and required.
10. Collaborate with the Luminate Marketing department and design team to ensure branding of RE: and all associated materials conform to the Luminate branding criteria.
11. Create relevant Marketing and Promotional materials to support RE: as well as wider projects and activities within the department.
12. Work with the Events & Projects team to run a number of Events to promote RE: including the launch event and subsequent open days, promotion events and activities.
13. Support the RE: Workshop to contribute to the Luminate sustainability agenda.
14. Coordinate ad hoc administrative requirements for the Deputy Director & the Performance & Operations Manager
15. Develop relationships with internal and external stakeholders to support a range of college and campus events and projects.
16. Assist with ensuring the appropriate procurement or budgeting of the project and equipment in accordance with delegated levels of authority as set out in the Project Plan.
17. Support with the financial management of projects ensuring they meet their objectives within the set budget.
18. Engage with a range of college departments to ensure the appropriate levels of engagement.
19. Contribute to the mitigating of actions that will minimise risk impacts and optimise benefits, whilst ensuring the quality of the project plans.
20. Promote and contribute to the development of a mutually respectful and supportive team ethos within RE: ad the wider Enterprise and Employability Department.
21. Any other duties that are specific to the department.
22. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. You will have achieved relevant qualifications up to and including Level 3, e.g. BTEC National, AS level, A Level.	A
E	Q2. Level 2 in English and Maths.	A
E	Q3. Willing to work towards achieving the L4 Project Management Apprenticeships.	I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working in a team environment.	A / I
E	EK2. Knowledge or experience of producing evaluation reports linked to projects.	A / I
E	EK3. The ability to communicate effectively, both written and verbally with people at all levels of an organisation.	A / I
E	EK4. Experience of working to deadlines.	A / I

E	EK5. Experience of managing a diverse workload.	A / I
E	EK6. Experience of managing risk and putting measures in place to monitor this.	A / I
E	EK7. Experience of organising and coordinating training and events/activities.	A / I
D	EK8. Experience writing and successfully gaining funding from both internal and external sources.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent communication skills.	A / I
E	SC2. Excellent organisational and time management skills.	A / I
E	SC3. Excellent IT skills.	A / I
E	SC4. Ability to utilise a solutions focused approach.	A / I
E	SC5. Ability to build effective working relationships, within and across teams.	A / I
E	SC6. Ability to communicate with students and staff verbally and using social media, digital and written communications.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I

E	B5. Commitment to restorative practice approaches	I
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