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| Organisation: | Luminate Education Group |
| Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i> | Leeds City College |
| Core Job Role: | |
| Job Title: | Enrichment Coordinator |
| Reports to: | Student Engagement Manager |
| Grade: | C |
| Date of compilation: | July 2024 |

CORE RESPONSIBILITIES:

- Coordinate a campus-based activity programme to engage students in a range of activities including social, skills development and social action.
- Coordinate a visible campus student voice programme that engages students and staff and promotes co-production.
- Drive student leadership and voice on campus creating opportunities for students to have their voices heard and provide support for them to run social action and student voice projects.

SPECIFIC ROLE RESPONSIBILITIES:

- Develop and manage partnerships with key stakeholders both locally and nationally to create and ensure that these opportunities are accessible to our students.
- Build capacity on campuses by engaging external agencies to deliver a range of promotional and engagement activities to create more opportunities for students to participate.
- Contribute to specific college strategies to ensure that student leadership and volunteering opportunities are part of the future development of the College
- Share good practice and attend related meetings locally, regionally and nationally
- Work closely with curriculum areas to coordinate the enrichment programme for a designated campus to engage learners in sport/physical activities, social and skill development activities, social action, student leadership and student voice.

Luminate

Support production of reports as necessary for Student Life Enrichment including Performance Reviews and Self-Assessment Reviews.
EDUCATION GROUP

- Administer a small budget to support campus delivery as well as identifying new income streams to improve the student experience.

COLLEGE RESPONSIBILITIES:

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

Person Specification

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| Job Title: | Enrichment Coordinator |
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| Department | Student Life Enrichment |
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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 is 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, P = Presentation

| Qualifications and Attainments | | |
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| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | Q1. English and Maths GCSE (or equivalent) at Grade C or Level 4 | A |
| D | Q2. Degree or equivalent relevant professional qualification | A |
| Experience and Knowledge | | |
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | EK1. Experience of leading and managing staff | A / I |
| E | EK2. Experience of partnership work with a range of stakeholders | A / I |
| E | EK3. Experience of working to specified targets and deadlines | A / I |
| E | EK4. Following financial procedures and managing a budget | A / I |
| E | EK5. Experience of coordinating a wide range of events, activities, opportunities and experiences | A / I |
| E | EK6. Understanding of issues affecting students and knowledge of student leadership and volunteering in the FE Sector | I |
| D | EK7. Experience of income generation, including acquiring funding from external sources | A / I |
| Skills and Competencies | | |
| Essential (E) Desirable (D) | Criteria | Method of assessment |

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| E | SC1. An up-to-date knowledge of student leadership and volunteering opportunities locally, nationally and in education. | I / P |
| E | SC2. High levels digital literacy, use of IT applications, software, social media and bespoke web-based applications | A / I / P |
| E | SC3. Excellent project management skills | A / I / P |
| E | SC4. Excellent communication skills | I / P |
| E | SC5. An ability to develop effective relationships with young people, college staff and external partners. | I |
| E | SC6. An ability to work on own initiative and as part of a team | I |
| E | SC7. Excellent people management skills | I / P |
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | B1. Support and promotion of equality, diversity and inclusion | 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 |