

Organisation:	Leeds City College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	Enrichment Officer
Job Title:	Enrichment Officer
Reports to:	Enrichment Coordinator
Grade	A
Date of compilation:	July 2023

CORE RESPONSIBILITIES:

1. Organise and lead programmes of activities and sports sessions for students, motivating and engaging students, to increase engagement at a specific campus.
2. Recruit, engage and support student leaders to engage with enrichment programmes, lead activities and societies, provide student voice and to act as ambassadors.
3. Deliver a campus based model to engage students in student voice, enrichment, social action and leadership opportunities.
4. Support LCCSU (Leeds City College Students Union) campaigns and events including annual elections and maximise student participation in this work and other democratic processes.

DEPARTMENTAL RESPONSIBILITIES:

1. Deliver an 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.
2. Support the Enrichment Coordinator to develop the campus enrichment programme providing feedback from students and staff to improve the offer.
3. Positively engage with students across the college, including delivering sport and activity sessions where required and leading/supporting representative teams
4. Communicate effectively with students about opportunities available to them utilising online and physical resources to engage learners.

5. Keep accurate data and ensure all participation is recorded on our Navigate system as well as any other monitoring systems required both internally and externally.
6. Complete reports and case studies to showcase the work of the Student Life Enrichment team.
7. Have regard to health and safety and safeguarding, and complete risk assessments for all activities.
8. Participate in meetings in college and across the city to promote the work of the college.
9. Work flexibly to support and promote the work of the Student Life Enrichment team, LCCSU and wider college departments.
10. Develop contacts and relationships with external organisations and stakeholders that add value to the work of the team.

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 our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

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

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Enrichment Officer
Department	Student Life

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
D	Q1. A degree in youth work or similar area	A
E	Q2. Good level education at Level 3 including literacy and numeracy at level 2	A
D	Q3. Youth Work Qualification or Sports Leader/Coaching Qualification	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Working effectively across a large organisation and as a member of a diverse team	A
E	EK2. Experience of motivating and engaging young people in an educational or community setting	A / I
E	EK3. Experience of arranging volunteering and/or supporting student leaders	A / I

E	EK4. Experience of leading and coordinating a range of opportunities for young people	A / I
E	EK5. Knowledge of current barriers affecting young people including engagement in physical activity, democratic processes and volunteering.	A / I
E	EK6. Ability to demonstrate experience of internal and external stakeholder management	A / I
D	EK7. Leading on sport, leisure or outdoor activities in at least one area of expertise	A / T

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to organise and coordinate events and activities	T
E	SC2. Excellent interpersonal skills	I / T
E	SC3. Ability to enthuse young people	T
E	SC4. Ability to work with internal and external partners	I
E	SC5. Able to demonstrate a flexible and adaptable approach and work some twilight sessions	I
E	SC6. Experience of work on own initiative and as part of a team	I / T
E	SC7. Experience of communicating messages clearly and effectively	A / I / T
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