

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Social Action Officer	
<b>Reports to:</b>		Social Action Leadership Coordinator	
<b>Job Grade</b>	LEG A	<b>Department</b>	Student Life Enrichment

### SPECIFIC ROLE RESPONSIBILITIES:

1. Organise and lead programmes of social action, social activities and skills development sessions for students, motivating and engaging students, to increase engagement across all Leeds City College campuses.
2. Recruit, engage and support student leaders to engage with social action, student voice and act as ambassadors.
3. Work with Student Voice and Social Action team to run social action across college in line with the will principles of high-quality social action.
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.
5. Ability to participate in evening/weekend work as required.

### DEPARTMENT RESPONSIBILITIES:

1. Deliver an enrichment programme across college to engage learners in social and skill development activities, social action, student leadership and student voice
2. Proactively utilise student voice to develop social action opportunities for learners to engage with and make meaningful change
3. Support the Student Voice and Social Action Team to develop the campus student voice offers providing feedback from students and staff to improve them
4. Be an advocate for social action and keep up to date with the latest trends and actively seek for opportunities to develop social action
5. Communicate effectively with students about opportunities available to them utilising online and physical resources to engage learners
6. Deliver an enrichment programme across college to engage learners in social and skill development activities, social action, student leadership and student voice
7. Proactively utilise student voice to develop social action opportunities for learners to engage with and make meaningful change

8. Support the Student Voice and Social Action Team to develop the campus student voice offers providing feedback from students and staff to improve them
9. Be an advocate for social action and keep up to date with the latest trends and actively seek for opportunities to develop social action
10. Communicate effectively with students about opportunities available to them utilising online and physical resources to engage learners
11. Any other duties that are specific to the department.
12. 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*

##### **Ownership**

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

##### **Enjoyment**

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

##### **Collaborative**

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

##### **Passion**

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

##### **Creative**

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

## Person Specification

<b>Job Title:</b>	Social Action Officer
-------------------	-----------------------

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. English and Maths GCSE (or equivalent) at Grade C or Grade 4	A
D	Q2. A degree in youth work, humanities, or similar area	A
D	Q3. Youth Work Qualification or similar experience	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 social action, democratic processes and volunteering.	A / I
E	EK6. Ability to demonstrate experience of internal and external stakeholder management	A / I
D	EK7. Leading on youth leadership, social action and volunteering in at least one area of expertise	A / T

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Ability to organise and coordinate events and activities	A / 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	A / I
E	SC5. Able to demonstrate a flexible and adaptable approach and work some twilight sessions	I
E	SC6. Experience of working on own initiative and as part of a team	A / I / T
E	SC7. Experience of communicating messages clearly and effectively	A / I / T

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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