

<b>Organisation:</b>	Luminate Education Group
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Harrogate College
<b>Core Job Role:</b>	
<b>Job Title:</b>	Student Life Lead
<b>Reports to:</b>	Pastoral Programme Manager
<b>Grade</b>	C
<b>Date of compilation:</b>	

### SPECIFIC ROLE RESPONSIBILITIES:

- Develop a varied and inclusive programme of enrichment activities to engage students and provide a breadth of experience as part of college life with a focus on skills for active citizenship.
- Create opportunities for student leadership in campuses and departments across the college, and develop a student leaders' training programme.
- Line manage the Student Union Officer and Social Action Apprentice.

### CORE RESPONSIBILITIES:

- Develop a wide range of enrichment and leadership activities and events where students will have fun and develop skills to support their achievement and progression.
- Build capacity on campuses by engaging student leaders, volunteers and external agencies to deliver a planned programme relevant to the student cohort.
- Co-ordinate the Duke of Edinburgh Award including leading the central programme and supporting curriculum departments to develop bespoke programmes. Occasional weekend and overnight working will be required.
- Create partnerships between curriculum departments, campuses and external sports and opportunity providers and identify additional sources of funding or support to enhance delivery.

- Co-ordinate initiatives to promote healthy lifestyles, including increase participation in sport and enrichment activities across campuses and engage the most inactive students.
- Promote active citizenship, equality, diversity and inclusion and restorative working through engagement programmes and campaigns.
- Facilitate delivery of activity sessions and programmes.
- Monitor, report and improve the quality of the activity programme meeting the interests of students and curriculum areas, gather feedback to inform planning and programme development.
- Support the student recruitment and transition process, attend college open events.
- Share good practice across campuses and attend internal and external meetings to represent Harrogate College at appropriate on groups and committees.
- Ensure a safe and healthy working environment.
- Administer a small budget for delivering activities following college financial procedures.

#### **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

<b>Job Title:</b>	Student Opportunities Coordinator
<b>Department</b>	

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

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Educated to degree standard or equivalent	A
E	Q2. Good general education, including literacy and numeracy skills up to Level 2	A
E	Q3. Role-relevant qualifications which could include Level 2 Coaching; training and development, youth work, community engagement	A
D	Q4. Clean driving licence and be willing to use your own car	A
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Two years' experience of working in a role including activities development	A / I

E	EK2. Experience of developing or delivering the Duke of Edinburgh Award	A / I
E	EK3. Experience of working to specified targets and deadlines	I
E	EK4. Experience of motivating and leading groups	I
D	EK5. Experience of planning, developing and delivering personal, social, cultural or educational programs	A / I
D	EK6. Experience of leading and managing staff	A / I
D	EK7. Experience of recruiting and training volunteers and participants on informal learning programmes	I
D	EK8. Experience of partnership work with a range of stakeholders	A / I
D	EK9. Experience of working in an educational setting	A
D	EK10. Use of digital communications and social media to increase participation	
<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. A clear focus on creating an outstanding student experience through innovation, motivation and imagination	I
E	SC2. An ability to inspire, lead and develop effective and respectful relationships with and between students, college staff and external partners.	I
E	SC3. A positive outlook and a passion for bringing out the best in others and collaborate in a range of contexts	I
E	SC4. Digitally competent with excellent organisational, communication and interpersonal skills	I

E	SC5. Flexibility and ability to deal with the unexpected with a solution focussed approach	I / T
D	SC6. Able to design, develop content and promote an online presence through web-based media	I
<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