

<b>Group Member:</b>		Luminate Group Services	
<b>Job Title:</b>		Enrichment Officer	
<b>Reports to:</b>		Enrichment Coordinator	
<b>Job Grade</b>	LEG A	<b>Department</b>	Student Life

### ROLE SUMMARY:

The team has responsibility for a wide range of areas including cross college enrichment, student voice, volunteering, student leadership and social action.

Through this work we aim to develop student skills, widen participation, ensure learners have a voice in college and the community as well as enhancing their life experiences.

### SPECIFIC ROLE 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.

### 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.

#### **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 relational 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*

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<b>Department</b>	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

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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
E	Q3. Youth Work Qualification or Sports Leader/Coaching Qualification	A

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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	A / I

	setting	
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

<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	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

<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