

## Job Description

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		Enrichment Coordinator	
<b>Reports to:</b>		Student Engagement Manager	
<b>Job Grade</b>	LEG C	<b>Department</b>	Student Life

### SPECIFIC ROLE RESPONSIBILITIES:

1. Coordinate a campus based activities programme to engage students in a range of activities including social, skills development and social action.
2. Coordinate a visible campus student voice programme that engages students and staff and promotes co-production.
3. 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.
4. Ability to participate in evening/weekend work as required.

### CORE RESPONSIBILITIES:

1. Develop and manage partnerships with key stakeholders both locally and nationally to create and ensure that these opportunities are accessible to our students.
2. 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.
3. Contribute to specific college strategies to ensure that student leadership and volunteering opportunities are part of the future development of the College.
4. Share good practice and attend related meetings locally, regionally and nationally.
5. 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.
6. Support production of reports as necessary for Student Life Enrichment including Performance Reviews and Self Assessment Reviews.
7. Administer a small budget to support campus delivery as well as identifying new income streams to improve the student experience.
8. Any other duties that are specific to the department.

9. 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>	Enrichment Coordinator
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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 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 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
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

### 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