



## Job Description

<b>Organisation:</b>	Leeds City College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	N/A
<b>Core Job Role:</b>	Enrichment Assistant
<b>Job Title:</b>	Enrichment Assistant
<b>Reports to:</b>	Enrichment Coordinator
<b>Grade</b>	LC3
<b>Date of compilation:</b>	July 2021

### CORE RESPONSIBILITIES:

1. Support and deliver on a campus based model to engage students in student voice, enrichment, social action and leadership opportunities.
2. Support student leaders to engage with enrichment programmes, lead activities and societies, provide student voice and to act as ambassadors
3. Develop and or support cross college student societies to increase the opportunities for students to engage
4. Support LCCSU (Leeds City College Students Union) campaigns and events including annual elections and maximise student participation in this work.

### DEPARTMENTAL RESPONSIBILITIES

1. Organise a variety of events and activities to engage students.
2. Promote and support campaigns, events and activities, working with curriculum departments, wider college teams and LCCSU as necessary.
3. Develop contacts and relationships with external organisations and stakeholders that add value to the work of the team
4. Work with students to manage and create a range of activities, events and campaigns consistent with the ethos of the college.
5. Increase engagement in LCCSU activities and events including elections.
6. Develop leadership opportunities both internally and externally and support students to access these.

7. Prepare information for monitoring and reports
8. Participate in meetings in college and across the city to promote the work of Student Life Enrichment.
9. Ensure effective communication, including social media, is in place to promote opportunities for students to engage
10. Work flexibly to support and promote the work of the Student Life Enrichment team, LCCSU and wider college departments.

#### **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>	Enrichment Assistant
<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

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. Degree or equivalent relevant professional qualification (such as youth work, project management, social action) or appropriate work related experience	A
E	Q2. English and Maths GCSE (or equivalent) at Grade C	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 / I
E	EK2. Current/recent experience of supporting youth leadership and volunteering	A / I
E	EK3. Coordinating and supporting participation in events, activities, opportunities and experiences for young people	A / I

D	EK4. Developing new ideas in a team or organisation	A / I
D	EK5. Experience of working within Student Unions in a paid or voluntary capacity	A / I
D	EK6. Understanding of issues affecting students and knowledge of the role of student unions, democratic process and elected officers	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Effective communication skills, able to present information clearly and accurately verbally and in writing.	I/T
E	SC2. High levels digital literacy, use of IT applications, software and social media that are relevant to young people	I
E	SC3. Understanding of the diversity of the student body and confidence to engage with and motivate students	T
E	SC4. Able to capture student feedback and engage students to shape activities	I
E	SC5. Ability to prioritise and work flexibly to tight and conflicting deadlines	I
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