

Group Member:		Leeds City College	
Job Title:		Level 4 Projects and Events Assistant Apprentice	
Reports to:		Performance and Operations Coordinator	
Job Grade	L4 Apprentice	Department	School of Enterprise and Employability

SPECIFIC ROLE RESPONSIBILITIES:

1. Contribute to the creative decision-making of live events and projects that promote Enterprise & Employability skills within the department.
2. Support the organisation, coordination, and delivery of a range of Projects and Events within the Enterprise & Employability Curriculum area.
3. To devise innovative ways of promoting the Events and Projects internally to Staff and Students as well as externally, as and when applicable.
4. To evaluate and report on Department Events and Projects, including student numbers, impact, and areas for future improvement.
5. Collate information and data to assist with the production of Termly Reports, which shape recommendations and strategies for improvement consistent with our values.
6. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. Develop relationships with a range of internal and external stakeholders, including the Curriculum and Pastoral Team, to devise new Events, Projects, and Activities.
2. To set up and maintain financial systems and budgets linked to Events and Projects.
3. To ensure that increasing students' Enterprise & Employability skills is at the core of all Events and Projects devised.
4. To deliver excellent customer service to both our internal and external stakeholders on all Projects and Events.
5. To create effective event documentation to support the department's projects going through the event life cycle.
6. Devise creative ways to support the department's fundraising efforts.
7. Work alongside the Innovation and Development team to develop relationships with key funders and Trusts to enhance the probability of successful funding applications linked to the Enterprise and Employability Department.

8. Create relevant Marketing and Promotional materials to support Department Events and Projects.
9. Develop relationships with internal and external stakeholders to support a range of campus events and projects.
10. Assist with the coordination and running of Open Days and Parents' evenings across the Department.
11. Assist with ensuring the appropriate procurement or budgeting of the event/project and equipment in accordance with delegated levels of authority as set out in the Project Plan.
12. Support with the financial management of projects, ensuring they meet their objectives within the set budget.
13. Contribute to the mitigation of actions that will minimise risk impacts and optimise benefits, whilst ensuring the quality of the project plans.
14. Ability to participate in evening/weekend work as required.
15. To support student enrolments and exam invigilation where required.
16. Work with the Performance and Operations Coordinator to support Marketing and Communications, including social media, newsletters, and internal communications for the department.
17. Support with a range of administration duties as requested and required.
18. Any other duties that are specific to the department.
19. 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 Luminare 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

Enjoyment

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

Passion

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

Ownership

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

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

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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. You will have achieved relevant qualifications up to and including Level 3, e.g. BTEC National, AS level, A Level.	A
E	Q2. Level 2 in English and Maths.	A
E	Q3. Willing to work towards achieving the L4 Project Management Apprenticeships.	I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working in a team environment.	A / I
E	EK2. Knowledge or experience of producing evaluation reports linked to projects.	A / I
E	EK3. The ability to communicate effectively, both written and verbally with people at all levels of an organisation.	A / I
E	EK4. Experience of working to deadlines.	A / I

E	EK5. Experience of managing a diverse workload.	A / I
E	EK6. Experience of managing risk and putting measures in place to monitor this.	A / I
E	EK7. Experience of organising and coordinating training and events/activities.	A / I
D	EK8. Experience writing and successfully gaining funding from both internal and external sources.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent communication skills.	A / I
E	SC2. Excellent organisational and time management skills.	A / I
E	SC3. Excellent IT skills.	A / I
E	SC4. Ability to utilise a solutions focused approach.	A / I
E	SC5. Ability to build effective working relationships, within and across teams.	A / I
E	SC6. Ability to communicate with students and staff verbally and using social media, digital and written communications.	A / 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
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