

Job Description

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| Job Title: | Events, Projects & Promotions Officer (Advanced Apprentice) |
| Location: | Leeds City College, Mabgate Campus |
| Salary: | Apprenticeship Rate |
| Reports to: | Events and Projects Manager |
| Staff responsibilities: | None |
| Working hours: | 37 hours per week |
| Special conditions of the post | This post may involve some evening and weekend work |
| Probation period: | 6 Months subject to periodic reviews |
| Safeguarding: | All posts are subject to an enhanced Disclosure and Barring Service check. |

CORE RESPONSIBILITIES:

1. Contribute to the creative decision making of live events that promote Enterprise & Employability skills across the College.
2. Support the organisation, coordination, delivery and promotion of a range of Projects and Events within the Curriculum Area and across the wider College.
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 assist with the promotion, maximisation and co-ordination of external opportunities that become available.
5. To evaluate and report on Events and Activities including student numbers, impact and areas for future improvement.

6. To work with external organisations to devise new Events, Projects and Activities.
7. To set up and maintain financial systems and budgets linked to Events and Activities.
8. To ensure that increasing students Enterprise & Employability skills is at the core of all Events and Projects devised
9. To deliver excellent customer service to both our internal and external customers on all Projects and Events.
10. To carry out the full range of job roles linked to Event Management

DEPARTMENTAL RESPONSIBILITIES:

1. Work alongside the Events and Projects Manager to liaise with external businesses and organisations to create new Projects that enhance the students experience and skills.

COLLEGE RESPONSIBILITIES:

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

| Job Description | |
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| Compiled By: | Leeds City College |
| Compilation Date: | Mar 2023 |

Person Specification

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| Job Title: | Events, Projects & Promotions Officer (Advanced Apprentice) |
| Department | Enterprise and Engagement Directorate |

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 eg BTEC National, AS level, A Level | A / C |
| E | Q2. Level 2 in English and Maths at grade C or above | A / C |
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| Experience and Knowledge | | |
| Essential (E) Desirable (D) | Criteria | Method of assessment |

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|---|--|-------|
| E | EK1. An interest in working creatively with a range of different events. | A / I |
| E | EK2 Experience of communicating to a variety of audiences | A / I |
| D | EK3. Experience of working on a live Event or Activity | A / I |
| D | EK4. Knowledge and understanding of Enterprise & Employability skills | A / I |
| D | EK5. Knowledge and understanding of event reports | A / I |

| Skills and Competencies | | |
|--------------------------------|--|----------------------|
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | SC1. Excellent Communication Skills, verbally and written | A / I |
| E | SC2. Excellent Organisational Skills | A / I |
| D | SC3. Excellent IT Skills | A / I |
| D | SC4. Experience of liaising with external partners/organisations | A |
| Behavioural, Values and Ethos | | |
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | Support and promotion of equality, diversity and inclusion | A / I |
| E | Promotion of a safe environment for children, young people and vulnerable adults to learn in | I |
| E | Commitment to the PREVENT agenda | I |
| E | Commitment to professional standards | I |
| E | Commitment to restorative practice approaches | I |