



### JOB DESCRIPTION

<b>JOB TITLE:</b>	Student Engagement and Development Officer
<b>GRADE:</b>	£ 21,812.32 to £ 24,243.48 (£23,695 to £26,336 FTE)
<b>DEPARTMENT:</b>	Student Services
<b>HOURS:</b>	37 hours per week, 41 weeks
<b>RESPONSIBLE TO:</b>	Student Engagement and Administration Manager
<b>CAMPUS:</b>	Strode's and Windsor
<b>JOB PURPOSE:</b>	<p>To support with the organisation of student engagement activities for the Strode's and Winsor campuses at all levels including events that promote physical and mental wellbeing. To support a range of learner voice events and to support the development of the Student Union Executive (SUE).</p> <p>To play an active role in the organisation of key Student Services events and enrichment activities, to be a link between both staff and students to enhancing the student experience.</p> <p>To contribute to the administrative support across the Student Services Department.</p>

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

---

#### **The main duties and responsibilities of the post include the following:-**

1. To play a role with the wider Student Engagement Team in the organisation of key activities such as the Freshers' Fair, Winter Fair and Summer Fair, sporting activities, visiting speakers or trips, as well as providing support for other campus activities as required.
2. To plan and deliver a range of enrichment activities that support cross college engagement, with a focus on the development of interpersonal and employability or 'work ready' skills, including supporting student led clubs and societies.
3. To have responsibility for increasing the participation in and tracking of students at organised events, activities and enrichment using Navigate.



4. To ensure that consistent qualitative and quantitative feedback for all activities takes place, which may include surveys, evaluations and forums, for self-assessment and other annual reviews.
5. To play a role in the administration of campus and, where required, college group learner voice activities, including supporting the election, training and regular meetings of the Student Union Executive; the dissemination of learner voice surveys and voting campaigns/activities; the organisation of various Student Parliament and Student Liaison Committees.
6. To create and disseminate a number of key displays, literature and poster campaigns across the academic year with a focus on a number of areas including; wellbeing and personal safety, equality and diversity, fundraising and student voice engagement.
7. To have overall responsibility for monitoring the quality, content and currency of corridor noticeboards on both Sixth Form sites.
8. To lead in the recruitment, training and organisation of the College's student ambassadors, supporting their engagement with activities at open events and student recruitment days as appropriate.
9. To be a point of contact for personal wellbeing and mentoring for students at all points of the year, promoting the college's values and having responsibility for behaviour management in a constructive and supportive environment within Student Services and the wider campus.
10. To work collaboratively with the wider Student Services teams on both the Sixth Form and FE sites, to create and follow an Equality, Diversity and Inclusion calendar that supports wider student personal development.
11. To lead on the colleges learner voice feedback mechanisms, including the 'you said, we did' campaigns and Student Governor Link Meetings.
12. To complete, where appropriate, first aid and safeguarding training to support the College in protecting the physical and mental wellbeing of students.
13. To work within an allocated budget, ensuring that financial and visitor processes are followed accurately and in accordance with college procedures.
14. Responsibility for oversight of digital platforms including Google classrooms, Google sites and Moodle. To support the wider Student Services team in ensuring that all physical and digital resources, with particular regard to those relating to learner voice, offer current and relevant advice and guidance to students and are updated and available to students on a regular basis.



15. To support the wider Student Services team in a range of administrative tasks including, but not limited to:

- a. Communication with parents and students, arranging meetings and welcoming visitors on behalf of Student Services staff.
- b. Supporting students and parents in person in addition to resolving emails or telephone calls in a professional manner. Supporting key stakeholders to resolve queries and signposting appropriately.
- c. Inputting or updating of student data and general student record administration including maintenance of the student ILP where appropriate.
- d. Assisting in a range of College events, including the occasional evening work.

16. Any other duties that may be commensurate with the role.

#### NOTE

The post will be primarily based at one of the college campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the Data Protection Policy

March 2024

### PERSON SPECIFICATION

		ESSENTIAL	DESIRABLE	ASSESSMENT CRITERIA
	<b>Qualifications</b>			
1	Educated to at least A level or equivalent standard, or at least two years recent and relevant experience of working in an education or office environment.	X		AF
2	Relevant Level 2 or Level 3 qualification in youth or community work, guidance, education or training.		X	AF
	<b>Skills, knowledge and abilities</b>			
3	Proven ability and confidence to work with all students, but in particular the 16-19 cohort, in a developmental capacity to improve behaviour and engagement with College activities.	X		AF/IV
4	The ability to prioritise and organise one's own workload in an effective and accurate manner taking into consideration yearly pressure points and changing levels of needs within the role.	X		AF/IV
5	Experience of event or activity management and planning	X		AF/IV
6	Understanding and knowledge of the importance of discretion and maintaining high levels of confidentiality.	X		AF
7	Excellent interpersonal skills.	X		AF/IV
8	Experience of using and managing digital resource platforms such as Moodle and social media to promote services		X	AF/IV
9	Flexibility over working hours, including occasional evening work at College events.	X		AF
	<b>Knowledge and Experience</b>			
10	A proactive interest and attitude to working with young people and adults to develop social awareness and	X		AF



	engagement in citizenship or employability activities			
11	An excellent knowledge of Microsoft packages, with particular strengths in Excel, Word and Publisher.		X	AF/IV