|  |
| --- |
| **Job Role:** Personal Development Administrator  **Reporting to:** Careers and Personal Development Manager  **Base:** Roundhouse |
| **Hours** 18.5 hours per week, 52 weeks per year  **Contract Type** Support  **Holidays** 20 Days subject to service increases plus 8 bank holidays and 6 College closure days where  applicable pro rata  **Salary** £24,989 per annum pro rata (actual salary £12,495) |
| **Job Purpose – Key roles**  Working with the Employability, Character Education and tutorial team, the Employability, Character & Tutorial Assistant will enhance and develop resources, support with the organisation and implementation of events to enhance the students experience whilst at college. |
| **Key Responsibilities**  **Employability, Character Education & Tutorial Support**   * Support student initiatives and engagement activities to help promote community, inter-cultural and cultural capital opportunities/activities * Support with resource development for tutorials * Support organisation of and arrangements for extra-curricular talks and events for students, including completion of risk assessments * Support and develop departmental employability and personal development events and organise booking systems for students to attend event to maximise engagements * Track and update systems to manage student engagements at employability and personal development events and track impact * Support student leadership groups with events and organisation   **Administration Support**   * Support monitoring of group and one:one tutorial programmes * Support data analysis of tutorial compliance and support with the Performance Monitoring Review process to aid improvements * Administer data and analysis in relation to student attendance, gathering attendance monitoring data for character education and tutorials * Track and monitor personal development opportunities for all students (Study programmes, adults and apprenticeships) and provide half-termly updates on activities * Provide administrative and logistical support (including catering, room booking) for events relating to student experience, including open days and outreach * Act as liaison point for internal and external contacts * Organise, support, attend and take minutes for the staff and student committee meetings * Provide support on various other administrative tasks as needed, including, but not limited to paperwork for Mitigating Circumstances/interruptions, student prizes payments and certificates, start of year arrangements.   **Communications**   * Ensure timely and accurate communications (website, VLA, digital boards, display boards, study rooms) to students on various events and activities * Update, monitor and track the part time recruitment activities * Coordinate the tutorial weekly bulletin and ensure information is accurate and up to date * Monitor and update the student experience calendar of events |
| **Person Specification** |
| **Competencies**  **Essentials**   * Outstanding interpersonal and communication skills * Ability to effectively engage with students at varying ages * Be committed to raising the quality of the student experience * Possess strong analytical written, oral and communication skills. * Have a track record for raising standards * The ability to analyse data and use to generate quality improvement * Compliance with internal and external audits * IT Skills- must be able to be competent with excel spreadsheets and data analysis. * Excellent organisational skills and event coordination |
| **Knowledge**   * Knowledge and understanding of effective student engagement/participation practices. * Working knowledge of multi-agency support networks. * Knowledge of Ofsted, Education Inspection Framework * Possess a sound understanding of diversity, equality, British values and social belonging. * Understanding of KPIs |
| **Qualifications**   * Educated to Level 3 or above * First Aid at Work * Business Administration (desirable) * IT qualification (desirable) * English and maths qualification at Level 2 (essential) |