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| **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 whereapplicable 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
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| **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
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| **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
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| **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)
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