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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Student Experience Officer

**Department:** Curriculum / Student Experience

**Responsible to:** Student Experience Coordinator

**Reports:** n/a

**Salary / Scale:** Support Spine – Band 5 £17,177.88 - £18,080.48 per annum (pro rata for full time equivalent salary of £19,850.00 - £20,893.00)

**Date of Issue:**

**Hours:** 37.5 hours per week (40 weeks per year) Weekend and evening working may be required when business needs demand.

**Date of issue:** September, 2022

**Organisation Chart:**

Student Experience Coordinator

Student Experience Officer

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1. **Aims and Purpose of the Post**
   1. To enhance the student experience of all students at college during recreational non-teaching times.
   2. Create, source and develop an inclusive, informative, fun and inspiring events and enrichment activities programme for all levels of learners across college.
   3. To maintain high visible presence across the college, encouraging, supporting and leading by example to inspire a sense of belonging and community with our learners to enhance the overall student experience.
   4. To supervise student communal areas at key break times, where required and organised activities for these spaces.
   5. To support the Student Experience Coordinator to plan and implement the cross college awareness campaigns promoting key charities, health, wellbeing and equality, diversity and inclusion.
2. **Specific Responsibilities**
   1. Supervise a range of group activities and events to ensure high levels of student participation. This will involve delivery of a significant number of sessions throughout the week meeting the requirements of students in a diverse and inclusive manner.
   2. To monitor, record and measure the impact of all enrichment activities. Evaluating effectiveness, sharing practice and celebrating success at the Cross College Student Experience Meeting.
   3. Creating and managing a database to support the programme of events, clubs and fundraisers and produce impact reports/data to the Student Experience Coordinator when requested.
   4. To support all students to have a valuable, inclusive and positive experience from the initial contact with the college to the transition into employment, apprenticeship or higher education.
   5. To liaise with colleagues from curriculum, personal development team, wellbeing team and other teams to develop cross college awareness campaigns, which compliments the college personal development curriculum led by student voice which reflects national and local health and wellbeing themes.
   6. To develop and maintain supportive links with key employers/ community groups/ local networks and charities to create a community relevance to the student experience enrichment offer.

2.7 To actively recruit and retain student participation to the cross college activities, and acting on student feedback for low engagement activities.

2.8 Be receptive to new opportunities and ideas for increasing participation focusing on students requirements including proactively learning and sharing good practice from other colleges or training providers.

2.9 Collect project data including participant numbers and details, feedback, comments and photographs regularly.

2.10 To oversee student common areas where required that has a fun, inspiring, attractive, stimulating and safe environment with relevant activities on offer.

2.11 To assist with general student support activities such as Open evenings, Open days, and transition days to offer prospective students an excellent first impressions of student experience at Moulton.

2.12 To advertise and promote the student experience offer across college as well as social media, keeping marketing up to date at all times.

* 1. To oversee the Moulton.Extra Instagram account and moodle page.
  2. To support the College processes for First Aid by acting and training as a First Aider.
  3. To promote and adhere to the College’s Safeguarding Policies and Procedures.
  4. To promote and adhere to the College’s Health & Safety Policies and Procedures.
  5. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding is adhered to at all times.
  6. The active promotion of and commitment to best practice in equality, diversity & inclusion.
  7. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of

all staff employed by Moulton College.

* 1. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays) \*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering Cycle to Work Scheme

\*\* = pro rata for part time

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Student Experience Officer** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| First Aid At Work qualification (or willing to work towards) |  | X |
| Mental health First Aid or equivalent (or willing to work towards) |  | X |
| Safeguarding Level 2 or equivalent (or willing to work towards) |  | X |
| **Experience & knowledge** |  |  |
| Able to motivate students | X |  |
| Experience of working in a similar environment | X |  |
| Demonstrate ability to relate to students effectively to engage students in enrichment activities | X |  |
| Competent user of IT using a range of IT packages | X |  |
| Experience of working with young people. | X |  |
| Experience of planning and delivering events and activities | X |  |
| Experience of setting up clubs and/or fundraising events | X |  |
| Excellent verbal and written communication skills | X |  |
| Experience of working in a flexible and positive manner | X |  |
| Ability to keep to deadlines and capable of managing own time effectively and efficiently | X |  |
| **Personal Attributes** |  |  |
| Confident to deal with a wide range of people, to build strong and lasting relationships | X |  |
| Outgoing personality who is confident to engage with new people/students from a range of curriculum areas | X |  |
| Enthusiastic and positive outlook with a can-do/ go-get attitude | X |  |
| Excellent organisational skills | X |  |
| Flexible approach to work, especially hours of work | X |  |
| Approachable, forward thinking and solution focused | X |  |
| Ability to forge positive a valuable business relationships quickly | X |  |
| Ability to positively represent a brand and corporate business | X |  |
| Commitment to high standards in all areas of work. | X |  |
| Naturally resilient | X |  |
| Experience of understanding how to promote equality and diversity within the job role | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.