**JOB SPECIFICATION**

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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Student Engagement Officer | Commercial Services |
| **SALARY** | **BENEFITS** |
| Band 2  £22,602 to £25,081  depending on skills and experience | Local Government Pension Scheme  31 days holiday pro rata plus Bank Holidays pro rata.  Payment for your holiday entitlement will be incorporated into your annual salary. |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Equine, Sport & Events Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| As our **Student Engagement Officer,**you will be responsible for enhancing the overall student experience by developing and implementing a range of engagement and enrichment activities. This role involves fostering a vibrant campus culture, promoting all student involvement in extracurricular enrichment activities and ensuring that all students have opportunities for personal growth outside of their studies.  To work with the wider college community in order to develop a collaborative and cross college approach to student engagement and enrichment. To provide leadership, encouragement and oversight of the Students Union. | |
| **DUTIES** | |
| * Aim to always provide the highest level of student service to all students. * Liaise with Student Support, Quality and Residential Support teams in relation to college enrichment and student social activities that are held on campus and outreach centres. * To actively promote and market all enrichment. * To be responsible for developing robust, visible and highly successful initiatives to engage all students at the college. * To develop ways to engage our hard-to-reach students and groups to ensure that they are fully represented and involved in college life. * To be responsible for the development and further improvement of Student Voice at the college. This includes FE, HE and Apprentice students. * To lead on the operational delivery and development of the student events, and to increase student engagement in all student enrichment initiatives. * To engage and ensure the growth of students participating in vibrant enriching activities. * To be a key collaborator in organising cross college events (e.g., applicant/taster days) and national days, plus any other events that will engage current or new students with the college. * Be responsible for measuring the impact of the student engagement outcomes, and feedback through all levels of the organisation, e.g., Governor reports/Senior Leadership Team briefings and updates * To be responsible for all external trips and activities organised through student engagement. Ensuring that all college processes and polices, e.g., Health and Safety, have been followed. * To work closely with curriculum areas to ensure that Student Voice and engagement/enrichment activities are accessible and tailored to individual areas as appropriate. * Attend and support college events such as parents’ evenings, open mornings and Freshers Week. * Take appropriate responsibility to ensure the health and safety of self and others. * Liaise with all those within the team, and across the wider college teams, where necessary, to ensure the enrichment events are adequately advertised and accessible. * Supervise staff who are assisting in any of the enrichment activities. * Be responsible for monitoring the budget provided and use this information in decision making. * Ensure that accurate and appropriate records are kept in relation to participation. * Keep written records of any discipline, behaviour, health, safety or other relevant incidents involving students when attending enrichment activities. * Work flexibly, including weekends and evenings and across the department where it’s reasonable to do so. * Work across the wider Commercial Services where reasonable and necessary, to ensure the relevant facilities are operational when customers require them. | |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI)  High levels of confidence and ability to engage others (I) |  |
| ***Attainments*** | |
| GCSE English and Maths at Grade C/4 or above (or an  equivalent standard) (A/I)  Competent in ICT (A)  First aid qualification (or willingness to work towards) (A/I)  Experience of event organising (A/I) | Experience of working within an educational  establishment (A) |
| ***General Intelligence*** | |
| Ability to supervise the work of others (A/I/P/T)  Capacity to communicate highly effectively (verbally and written word) at all levels and via electronic methods/media (A/I/P/T)  Ability to forward plan (A/I)  Knowledge and understanding of venue preparation and customer service delivery (A/I) |  |
| ***Special Aptitudes*** | |
| Strong communication skills at all levels (A/I)  Able to use initiative and work unsupervised (A/I) | Ability to bring ideas to life and see through to fruition (A/I) |
| ***Interests*** | |
| High levels of interest in student experience (A/I) | Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Outstanding communication skills (I/P/T)  Friendly and approachable (I)  Person centred approach (I)  Can-do attitude (A/I)  Highly organised, flexible and proactive approach (A/I)  The ability to multi-task and manage changing priorities (A/I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important further information below) (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) | Ability to drive a minibus (A/I) |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Student Engagement Officer | Commercial Services |
| **SALARY** | HOURS OF WORK |
| Band 2  £22,602 to £25,081  Pro rata - depending on skills and experience | 37 hours per week, 42 weeks per year; working flexibly to suit the needs of the business. This will include evenings and weekends.  Campus based. |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 31 days holiday pro rata plus Bank Holidays pro rata.  Payment for your holiday entitlement will be incorporated into your annual salary. | Local Government Pension Scheme Employee Contribution Rate (as at 1 April 2024) (based on actual NOT FTE)  Contribution rate %  Up to £17,600 5.5%  £17,601 to £27,600 5.8%  £27,601 to £44,900 6.5%  £44,901 to £56,800 6.8%  £56,801 to £79,700 8.5%  £79,701 to £112,900 9.9%  £112,901 to £133,100 10.5%  £133,101 to £199,700 11.4%  £199,701 or more 12.5%  20.2% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |