



# Job Description: Enrichment and Student Liaison Officer – Term Time Only



## Enrichment and Student Liaison Officer – Term Time Only

REF: BSS054-654

### The role:

The post-holder will be responsible for the day-to-day delivery of Enrichment cross-college, with a specific focus on student mental health, wellbeing, and inclusion.

The post-holder will be responsible for coordinating and promoting all aspects of cross-college Enrichment and events. The post holder will be required to engage and liaise with students and staff alike to gather feedback, understand impact, and develop future activities based on student suggestions and specific needs.

This is a full time role however applications for job share will also be considered

### Responsible to:

The postholder is responsible to the Enrichment & Student Liaison Coordinator

### Key Accountabilities and Responsibilities:

The responsibilities include, but are not limited to:

- Working with the Enrichment & Student Liaison Coordinator to develop an engaging College Enrichment Programme.
- Devise, deliver and promote the Enrichment programme across college, which may include:
  - o Visiting Progress sessions
  - o Attending Open Evenings
  - o Updating Enrichment offer as required.
  - o Liaising with staff for bespoke sessions
  - o The use of social media/technology
- Drive participation and promote the Enrichment programme across college.
- Actively engage with students during the unstructured aspects of the college day.
- Aid with the delivery of the Duke of Edinburgh award cross-college.
- Lead and assist in organising events.
- Actively engage with students to identify ways to enhance the student experience.
- Support with Learner Voice activities.
- Network with external providers to identify opportunities for students.
- Manage all equipment to ensure they are accessible, fit for purpose and available when required.
- Complete risk assessments as required.
- Ensure all Enrichment attendance and hours are accurately recorded.
- Work with College departments to ensure Enrichment activities are embedded in all College courses.
- Seek regular student feedback and work to amend your activities accordingly.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible

modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Degree, or equivalent, in relevant discipline.	D	A
A teaching qualification or experience in delivery.	D	A
Level 2 qualification, or equivalent, in Numeracy and Literacy.	E	A
First Aid	D	A

Experience		
Experience of delivering Enrichment withing Further Education.	D	A
Experience working with mental health, wellbeing & inclusion.	D	A
Experience of liaising with all levels of staff in a cross-college role.	D	A/I

Knowledge, Skills and Attributes		
Initiative and the ability to self-start projects.	E	I
Team working skills.	E	I
Flexibility and willingness to work out of office hours.	E	I
Driving licence and use of a car.	E	I
MIDAS (minibus training) or a willingness to gain MIDAS.	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people.	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values".	E	I
Be prepared to undertake staff development.	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

### Salary:

£17,787.26 to £19,540.80 per annum

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.

### Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,310 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 38 working days' (226 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 8 days. Typically this closure occurs over the Christmas period.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2<sup>nd</sup> week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

**Deadline for receipt of applications: Monday 4<sup>th</sup> December 2023 (10:00am)**

**Interviews will be held:**

**Within one month of closing date**



## Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

