



Job Description: Enrichment and Student Liaison Officer – Term Time (Plus 2 Weeks)



Enrichment and Student Liaison Officer – Term Time (Plus 2 Weeks)
REF: BSS054-727

The role:

The Enrichment & Student Liaison Officer will be responsible for the day-to-day delivery of enrichment across two college sites (Southport Education Group).

This is a student-facing role designed to support wider learning and developmental outcomes for our students outside of their main programme of study. The role is designed to make a difference by having a positive impact on enhancing the overall student experience through a range of enrichment activities that increase participation, retention and student satisfaction.

This post-holder will have a specific focus on student wellbeing, meaning that their role/session focus will include, but will not be limited to:

- Mental health
- Mindfulness
- Inclusion
- Environmental sustainability
- Events

A successful candidate will be required to engage and liaise with students and college staff alike in order to gather feedback, understand the impact of enrichment, and further develop future activities based on student suggestions and their specific needs.

The post holder will work closely with curriculum and support areas to research, develop and produce a comprehensive enrichment and events programme. Equally, they will become a member of the Equality, Diversity & Inclusion (EDI) committee and will, therefore, link with EDI champions to support the key themes. This will aim to support the students' personal behaviour, development and welfare.

Responsible to:

The postholder is responsible to the Enrichment & Student Liaison Coordinator

Key Accountabilities and Responsibilities:

The Enrichment & Student Liaison Officer will work alongside the Enrichment Team to develop an engaging enrichment programme for the students of the Southport Education Group. The post-holder will specifically focus on student wellbeing, promoting and running sessions/events with a focus on mental health, mindfulness and inclusion. The post-holder will also focus on the environmental sustainability and work to promote and develop sessions to incorporate these themes. The post-holder should be an excellent communicator and team player; with an ability to work autonomously as and when required.

The environment is fast-paced and based on student wants and needs. As a reflection, the enrichment offer is ever evolving. The post-holder should be creative, innovative, organised, experienced and eager to develop themselves as well as their students.

Responsibilities will include, but are not limited to:

- Driving participation and promoting the Enrichment programme.
- Identifying ways to enhance student experience.
- Reacting to student feedback and amending activities accordingly.
- Liaising with students and staff alike:
 - Actively engaging students in and outside of structured sessions.
 - Liaising with Progress Tutors and attending lessons.
 - Liaising with the Entertainment Officer and developing aspects of Spark Radio.
 - Networking with College staff and external providers.
 - Attending Open Evenings.
- Working to support in the running of the Student Council to promote Learner Voice.
- Responding to college themes/world events by leading or assisting with the organisation of events.
- Planning and pitching session ideas for the attention of the Enrichment & Student Liaison Coordinator.
- Thinking creatively and being innovative in introducing new concepts, themes and fund-raising activities for students.
- Creatively advertising/driving sessions via presentations, adverts, social media and posters.
- Ensuring all administrative tasks are completed daily, including accurate logging of student attendance.

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 within Further Education.	D	A
Experience within mental health and wellbeing.	D	A
Experience writing Equality, Diversity & Inclusions.	D	A
Experience within Environmental Sustainability.	D	A
Experience of working in a creative role.	D	A
Experience of working in a communications-based role.	D	A/I
Experience of liaising with all levels of staff.	D	A/I
Full driving licence and use of a car.	E	A

Experience		
MIDAS (minibus training) or a willingness to gain MIDAS.	D	A

Knowledge, Skills and Attributes		
Initiative and the ability to self-start projects.	E	I
Team working skills.	E	I
Organisational skills.	E	I
Communication skills.	E	I
Flexibility and willingness to work out of office hours as required.	E	I
Ability to work in a way that promotes the safety and wellbeing of children and 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 the 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:

£20,584.94 to £20,909.99 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 39 working days' (239 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 9 days. Typically, these closures occur over the Christmas and Easter periods.

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 2nd 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 and the College's Intranet.

Southport Education Group 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 and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Tuesday, 29th October 2024 (10:00am)

Interviews will be held: Within one month of closing date

To start: Early 2025

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

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.