



Job Description: Enrichment and Student Liaison Officer – Term time plus 2 weeks (Fixed Term Contract until 31 July 2026)



Enrichment and Student Liaison Officer - Term time plus 2 weeks

REF: BSS058-792

The role:

The Enrichment & Student Liaison Officer will manage daily enrichment activities at two Southport Education Group sites. This student-focused role supports learning and personal development beyond the main curriculum, aiming to enhance the overall student experience by boosting participation, retention, and satisfaction. Key responsibilities include promoting student wellbeing through activities related to mental health, mindfulness, inclusion, sustainability, and events.

The Officer will collaborate with students and staff to gather feedback, evaluate the impact of activities, and create future programs that meet students' needs. They'll also work with curriculum and support teams to develop an enrichment program and join the Equality, Diversity & Inclusion (EDI) committee to support related initiatives, encouraging positive behaviour, development, and welfare.

The role requires a visible presence throughout the college to ensure student support, security, and safeguarding. Applicants should be approachable yet firm, able to work effectively across different college functions while upholding the institution's core values.

Responsible to:

The postholder is responsible to the Enrichment and Student Liaison Co-ordinator.

Key Accountabilities and Responsibilities:

- Monitor and engage with students in non-teaching areas and the community to ensure safety and compliance with college policies (e.g., wearing ID badges, behaviour standards).
- Build positive relationships with students and act as a role model.
- Promote healthy lifestyles and college activities during non-class time.
- Ensure effective communication with students, staff, and teams about behaviour, issues, and themes.
- Gather and use student feedback to enhance their college experience.
- Support community building, cultural harmony, and diversity within the college.
- Help with student events, council activities, and the enrichment program.
- Ensure timely starts to classes and contribute to overall student well-being and discipline.
- Handle additional duties, operate within legal and professional boundaries, and adhere to college policies and health/safety guidelines.

Personal and Team Contributions:

- Promote safeguarding, equal opportunities, and diversity.
- Respond to student feedback and adjust activities accordingly.
- Plan, organise, and creatively promote sessions and events.
- Collaborate with staff, students, and external parties.
- Participate in training.
- Support the Student Council, enrichment activities, and college-wide initiatives.

In essence, this post revolves around maintaining a safe, inclusive, and vibrant college environment by actively engaging students, supporting policies, promoting enrichment activities, and working collaboratively with staff and external partners.

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
GCSE Grade C or equivalent in English Language and Mathematics	E	A
A Level 3 qualification	E	A
First Aid at Work qualification or willingness to achieve a First Aid at Work qualification in a specific timeframe	E	A
Other qualifications or relevant training e.g. Youth Support Work, Counselling, Child Care, child protection, equality and diversity and IT	D	A/I
A willingness to undertake CPD	E	I

Experience		
Recent experience of working with young people aged 16-19 in an advisory, guidance or pastoral capacity	E	A/I
Experience of delivering Enrichment within FE	D	A
Experience of working in a creative role	D	A/I
Full Driving Licence	E	A
MIDAS (Minibus training) or willingness to gain MIDAS	E	A
A strong commitment to young people and an understanding of the factors affecting their lives	E	A/I
Experience of assessing the needs of young people and coaching/advising young people in areas such as behaviour, health, fitness, smoking, drugs, relationships and bullying	D	A/I
Ability to motivate and inspire students with differing abilities and needs	E	A/I
An understanding of the strategies needed to help and support students with behavioural personal and social development needs.	E	A/I

Knowledge, Skills and Attributes		
Display energy and enthusiasm whilst being positive and friendly towards staff, students and visitors	E	I
Able to act as an advocate for young people's interests	E	I

Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	I
Possess excellent communication and interpersonal skills	E	I
Possess high standards and be conscientious	E	I
Able to support and mentor individuals to encourage social inclusion	E	I
Be a team player	E	I
Demonstrate a commitment to the process of continuous review and improvement	E	I
Suitable to work with children, young people and vulnerable adults	E	I/ Employment Checks
Able to form solid and mutually respectful relationships with young people whilst working within the necessary professional boundaries	E	I
Display an awareness of safeguarding and the ability to take a key role in safeguarding and promoting the health and welfare of young people	E	I
Display initiative and the ability to work autonomously as well as being a team player	E	I
A flexible approach to working hours	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 Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

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

Salary:

£21,629.57 to £23,438.44 per annum

For information, the full-time equivalent is £26,151.00 to £28,338.00 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 1,239 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' (225 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: Friday 29th August 2025 (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

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.

