



# Job Description: Enrichment and Student Liaison Co- Ordinator



## Enrichment and Student Liaison Co-Ordinator

REF: BSS053-692

### The role:

The post-holder will be responsible for the day to day planning and co-ordination of enrichment cross-college.

The post holder will ensure that enrichment opportunities will provide opportunities for all and widen participation cross-college.

In addition to the co-ordination of the delivery of enrichment activities, the post-holder will take a lead in competitions and promote all aspects of cross-college enrichment and events.

### Responsible to:

The postholder is responsible to the Head of Student Services.

### Key Accountabilities and Responsibilities:

The responsibilities of the Co-ordinator include, but are not confined to:

- Working with the Head of Student Services, develop a College enrichment Strategy
- Devise, deliver and promote the enrichment programme across college, which may include: visiting progress sessions, attending open evenings, updating enrichment offer, liaising with staff for bespoke sessions and the use of social media/technology.
- Line management the college's Enrichment team.
- Drive participation in the college's Enrichment programme
- Lead and coordinate Duke of Edinburgh award cross-college.
- Organise fixtures including players, staffing, transport, equipment, first aid, consent forms, risk assessments, trip packs. Liaise with staff to release players where required.
- Lead and assist in organising events.
- Activity engage with students and identify ways to enhance the student experience
- Support with Learner Voice activities
- Co-ordinate the college's Student Council.

- Collate all information relating to enrichment participation across College complete termly enrichment report.
- Network with external clubs/associations to identify opportunities for students and signpost them.
- Research and apply for additional funding opportunities where available.
- Manage all equipment to ensure they are accessible, fit for purpose and available when required.
- Complete risk assessments for all activities.
- Plan and complete relevant trip paperwork to help enhance students' college experiences.
- Ensure all enrichment attendance and hours are accurately recorded
- Complete appropriate paperwork for any Health and Safety audits.
- Instigate and co-ordinate cross-college competitions and inter-college competitions.
- Ensure tutors are aware of regional and national competitions and support them to enable learners to compete.
- Promote enrichment across College.
- Develop systems to measure the impact of enrichment activities.
- Work with College departments to ensure enrichment activities are embedded in all College courses.

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	D	A

Level 2 qualification, or equivalent, in Numeracy and Literacy (or a willingness to undertake and achieve within 2 years)	E	A
First Aid	D	A

Experience		
Experience of delivering Enrichment within FE	D	A
Experience of managing Sports teams	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, especially with a view to engagement with employers and others in the wider community	E	I
Driving licence and use of car	E	A
MIDAS (minibus training) or a willingness gain MIDAS	E	A
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:

£25,326.00 to £27,444.00 per annum.

### Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,584 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' 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 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 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](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

**Deadline for receipt of applications: Wednesday 17<sup>th</sup> July 2024 (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.