



JOB DESCRIPTION

JOB TITLE	Employability and Progression Officer
PAY	Point 25 £ 26,693 (£13,347 pro rata)
HOURS	18.5 hours per week, all year round (0.5 FTE)
REPORTS TO	Customer Service & Student Manager
BASED AT	University Centre Peterborough

Job Purpose

The successful candidate will play a key role in identifying, planning, managing and monitoring opportunities for undergraduates and postgraduates to develop Graduate Outcomes and maximise the employability of UCP students. The achievement of OfS thresholds on progression will be a key focus of this role. The individual will lead workshops, develop resources for CANVAS and arrange placements and internships for graduate programmes. The Employability and progression Officer will coordinate a guest speaker programme and arrange and plan post-graduate events liaising with marketing to support the development of an effective alumni programme.

Main Duties and Responsibilities

Your main duties and responsibilities will include, but will not be limited to, the following areas:

- Support the operational delivery of short- and long-term initiatives per the Employability Strategy.
- To actively engage in identifying new and relevant local and national funding, internship and graduate recruitment opportunities
- Identify local jobs and internships on a weekly basis, including those on social media and through local recruitment agencies
- Work collaboratively with curriculum staff to identify and create employability opportunities; mapping current curriculum employability content and delivering training to students as required
- Develop career content for CANVAS that can be used both by students and curriculum staff
- Support and engage with local employers, and work with the IEG Business Development Team as required
- Support students with contacting employers and third-sector bodies to arrange placements, work experience, internships, interviews, visits etc., ensuring that documentation is completed.
- Review and develop student CVs, LinkedIn profiles and social media in preparation for employment
- Staff and provide support and training to students and graduates through the Employability Hub
- Support and enable students to establish societies and extracurricular activities which enhance their transferable skills, leadership and work readiness as part of our wider employability strategy.
- Identify opportunities to proactively showcase employer engagement and graduate outcomes to promote and drive outcome achievement.
- Deliver and report on surveys/questionnaires/interviews with students, staff and employers

- To gather data, analyse and identify trends including but not limited to employers (CRM), placements, work experience, internships, talks, visits, mentors, Alumni, Graduate Outcomes, support sessions, training etc.
- Ensure Graduate Outcome personal details are ready for the Office for Student return
- Set up and manage visits by alumni, employers and undergraduate mentors with teaching staff
- Provide reports on progression (post-graduate qualifications / employment) to AWAS to demonstrate the achievement of targets within the Access and Participation Plan
- To attend internal and external meetings/events /reviews as required

Other

- Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures
- Commitment to safeguarding and taking shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group
- Promote and consistently exemplify behaviours in line with IEG Core Values
- Cooperate with, promote and maintain a safe and healthy working environment and responsible for own health and safety
- The post holder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility
- Any other duties that are reasonable and commensurate with the level of the post as required and following consultation with the postholder

TERMS AND CONDITIONS

Contract	Permanent – Technical/Specialist
Pension	Local Government Pension Scheme
Holiday	Pro-rata of 30 days per annum, plus bank holidays and concessionary days
Probation	New appointees to the College are subject to a 10 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check.
Working Arrangements	Working pattern to be agreed

APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/jobs/>

PERSON SPECIFICATION

Employability & Progression Officer

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
Qualifications	E	D				
• A Level or Level 3 qualification	E		✓			
• GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications	E		✓			
Experience						
• Demonstrate experience of successful project management		D	✓	✓	✓	
• Significant office administration	E		✓	✓	✓	
• Co-ordinating staff/line management		D	✓	✓		✓
• Experience of stakeholder management and engagement	E			✓		
• Working in an HE environment		D	✓	✓		✓
• Experience of producing robust business cases and risk registers		D		✓		✓
• Experience of writing and presenting coherent reports	E			✓	✓	
• Working knowledge of Microsoft Office and Google Suite.	E		✓	✓		
• Experience of delivering group sessions such as presentations, seminars and/or workshops'	E					
Knowledge						
• Knowledge of internal policies and procedures		D		✓		
• Understanding of the need for confidentiality and sensitivity	E		✓	✓		
• Knowledge of external regulators particularly the OfS		D		✓		
• Current knowledge of widening participation and government agendas.		D	✓	✓	✓	
• An understanding of the changing sector requirements		D	✓	✓		
Key Skills						
• Excellent communication and interpersonal skills with the ability to communicate across the full range of students, staff and external stakeholders.	E		✓	✓	✓	
• Customer focused	E			✓	✓	
• Ability to work independently with excellent prioritisation and organisational skills	E			✓	✓	
• Effective team working skills with the ability to develop and maintain excellent working relationships with staff and co-ordinate workloads	E			✓	✓	✓
• Awareness and respect for colleagues, young adults and children's cultural, religious and emotional needs and beliefs	E			✓	✓	✓
• Ability to negotiate and seek positive resolutions and outcomes to concerns/issues	E			✓	✓	
• Demonstrate accountability for the reports and presentations made on behalf of students and UCP	E			✓	✓	
• Robust financial and budgetary expertise		D		✓		
• Ability to identify, interpret and apply knowledge and information	E			✓	✓	
• Ability to build positive relationships and act as an effective professional ambassador for project	E					✓
Other						
• Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
• Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
• Evidence of a personal commitment to continuous professional development and training	E			✓		
• Commitment to the IEG's/UCP's Core Values: <ul style="list-style-type: none"> ○ Student and employer centred ○ Excellence 	E			✓		

<ul style="list-style-type: none"> ○ Respect, openness and trust ○ Collaboration 						
• Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
• Flexible approach to working practices	E			✓		
• Professional appearance and behaviour	E			✓		✓
• Good previous attendance record	E			✓		✓
• Satisfactory references	E					✓
• Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				