

JOB DESCRIPTION

Job title: Student Experience Coordinator

Reports to: Student Experience and Progression Manager

Overall responsibilities:

- To develop and deliver a full enhancement programme which contributes to and enhances the student experience and study programmes.
- To supervise and promote themed events and wellbeing services for students at all Bedford College campuses.

Main duties:

- Work closely with the other members of the Student Experience and Progression Team to deliver an effective cross-college service for students.
- Deliver Health and Wellbeing services across all campuses to include sexual health and stop smoking clinics
- Develop and implement the Student Voice structure including the running of a productive and functioning Students' Union.
- Maintain information and resources relating to Health and Wellbeing, and ensure that it is accessible to students, both hard copy and online.
- Work closely with the Student Enhancement Adviser to deliver a programme of enhancement to the Bedford College campuses that is responsive to the needs of students.
- Provide a welcoming, safe and supportive environment for students including the promotion of positive images.
- Engage and develop a professional relationship with students and other College staff, including the Estates Safety Team, Student Services, Personal Achievement Tutors and teaching staff.
- Work with students to assist in the development of their personal, social, and educational knowledge and skills, and promote positive behaviour and welfare.
- Work with students to prepare them for successful life after college, including promoting values of democracy, individual liberty and mutual respect.
- Collect feedback from students on aspects of College life, in line with the Student Involvement Strategy.

- Keep data on usage of facilities and activities, and produce reports for the Student Experience and Progression Manager as requested.
- Record student interventions on ProMonitor
- Promote and contribute to the development and delivery of the equality and diversity, safeguarding and Prevent agendas.
- Ensure that only College students use services and facilities provided.
- Work in accordance with, and implement, appropriate College policies and procedures.
- Contribute positively to the delivery of the wider Student Services function across the College.
- Be an active member of the Safeguarding Team.
- Any other duties as specified by the Student Experience and Progression Manager

Statutory duties:

- **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

- **Equality and Diversity:**

To be responsible for promoting equality and diversity in line with College procedures.

- **Health and Safety:**

To be responsible for following health and safety requirements in line with College policy and procedures.

- **Training and development:**

To participate proactively in training and development including qualification development required in the job role.

PERSON SPECIFICATION

Job Title: Student Participation Adviser

	Essential	Desirable
Qualifications /Training	<ul style="list-style-type: none"> • Level 3 qualification in relevant subject e.g Youth and Community development • English and mathematics or similar at GCSE grade A-C or equivalent or willingness to achieve English and mathematics Level 2 within one year 	<ul style="list-style-type: none"> • Safeguarding training • Equality and diversity training • Qualification and/or training in aspects of student wellbeing e.g. sexual health, student participation, youth work • ECDL or ITQ Level 2 or equivalent
Knowledge/ Experience	<ul style="list-style-type: none"> • Recent experience of working successfully with young people and adults in a formal/informal environment • Evidence of high performance in previous roles/jobs • Experience of working effectively with people from diverse backgrounds • Evidence of understanding how to promote equality and diversity within the job role • Experience of using Microsoft Office applications • Experience of using manual and IT based record systems • Experience of working effectively in a customer focussed environment 	<ul style="list-style-type: none"> • Experience of working in an education environment
Skills/ Abilities	<ul style="list-style-type: none"> • The ability to work effectively with young people and adults from a variety of backgrounds • Ability to organise and deliver activities and programmes for young people 	<ul style="list-style-type: none"> • Awareness of and empathy with the needs of students

	<ul style="list-style-type: none"> • The ability to communicate effectively both verbally and in writing and to form good working relations with a wide range of people • Ability to promoting and marketing services to both students and staff • Ability to input data accurately and to produce reports • The ability to deal with difficult interpersonal situations • The ability to work in a team or independently, and the ability to use your own initiative • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults • Ability to work in line with our Values of Student Focus High Performance Respect, Openness, Honesty and explain how this relates to the job role • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability to promote our outstanding reputation and carry out our business appropriately and professionally at all times 	
Special Requirements	<ul style="list-style-type: none"> • Reliable and punctual • Flexible approach to role • Able to work flexible hours, possibly at short notice including some occasional evenings • Responsibility for promoting and safeguarding the welfare of children and young people. • Full driving licence 	

	<ul style="list-style-type: none"> • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Willingness continuously to update skills and knowledge • Willingness to travel to and work at all locations where we provide a service • Awareness of health and safety requirements relevant to the job 	
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Nov 2020