

## **STANMORE COLLEGE**

### **ENRICHMENT CO-ORDINATOR**

(36 hours per week, Monday to Friday, 9:00 am-5:00pm, Permanent)

We are looking for an Enrichment Team Activities Co-ordinator to assist with the development, delivery and supervision of extra-curricular enrichment activities on non-sporting enrichment and female participation.

Candidates must have experience of working with young females (aged 16 – 19) in a Sports & Recreation environment and a qualification in the Sports and Leisure industry. The applicant will play an important role in the development of student participation in sport, particularly encouraging female participation in sports and running female only sessions at Stanmore College. A flexible approach to duties and working hours. Should possess a First Aid qualification or working towards one and have the ability to deal with first aid situations.

#### **Staff Benefits**

- **Staff Development & Training Opportunities**

- 50% discount on college run courses (Adult Guide)
- Generous pension scheme
- Generous holiday leave entitlement, plus bank holidays
- Season ticket loan
- Free on-site car parking
- On-site cafeteria and coffee outlet (Costa Coffee)

- **Health & Wellbeing**

- Free independent telephone counselling service with our Employee Assistant Programme
- On-site Counselling service
- Free on-site gym
- Various evening well-being classes
- Cycle to work scheme.

Salary: Band E, points 13 - 16, £21,738 - £23,785 per annum

Application form and further details of the post available from the Stanmore College website: [www.stanmore.ac.uk/vacancies](http://www.stanmore.ac.uk/vacancies)

Closing date for applications is Thursday 22<sup>nd</sup> June 2023.  
Interviews will take place on Friday 30<sup>th</sup> 2023.

## **STANMORE COLLEGE**

**JOB TITLE:** Enrichment Co-ordinator

**REPORTING TO:** Pastoral Support Manager

**JOB SUMMARY:** leading on the development, Co-ordination and supervision of enrichment and extra-curricular activities for Stanmore College students and promotion of the Student Voice.

### **MAIN DUTIES**

1. Leading on the development, organisation, co-ordination, and supervision of extra-curricular activities for students, liaising with the Heads of Schools to develop the cross-college enrichment offer.
2. Leading the Enrichment team, including developing the learning of the Junior Sports Co-ordinator
3. Manage the enrichment budget and research opportunities to access enrichment funding.
4. Support the Pastoral Support Manager to develop and deliver a calendar of events based around cultural themes and activities.
5. Assisting in the organisation and supervision of student events, including and fresher's fair, cultural events, and awareness days
6. Managing and overseeing the Student Lounge
7. Building and developing external relationships with other institutions/organisations to benefit the student experience.
8. Promoting the College's full range of student activities to improve student participation.
9. Record and report on participation, preparing reports on enrichment for management meetings.
10. Working closely with the Sports department to support existing and new initiatives.
11. Liaising with colleagues across the College to enable students to derive maximum benefit from a range of extra-curricular activities and the College's enrichment programme.

12. Support the Student Voice strategy by leading on the parliament meetings and Student Union activities.
13. Taking personal responsibility for supporting, promoting, and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post
14. Build relationships with students and advocate their views, opinions, and needs.
15. Capturing students voice to understand the students wishes and aspirations to support the creation of enrichment as well as their experience and outcomes of colleges.
16. Provide support for Student Executives and facilitate their training needs.
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18. To promote and encourage students, develop employability and leadership skill, and collectively support student engagement and retention.
19. Ability to develop, co-ordinate and monitor and volunteer programme for students and help them to develop skills for life.
20. Ability to organise virtual events for students' interaction and engagement through a certain software (for example: Microsoft Teams).
21. Experience in working with marketing and promote college.

The jobholder can be required to carry out any other duties consistent with the grade of post, at any site on which the College may operate.

The job description is current as at the date shown below. In consultation with the postholder, it is liable to variation within a reasonable timescale by management to reflect or anticipate changes in or to the job.

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**JOB TITLE:** Enrichment Co-ordinator**Essential criteria**

<b>Criteria</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>	
Minimum of a level 2 qualification	Application form/certification
Qualification in the Sports and Leisure industry	Application form/supporting statement/ interview
<b>EXPERIENCE OF:</b>	
Experience with working with young females (aged 16-19) in a Sports & Recreation environment is essential	Application form/supporting statement/ interview
<b>KNOWLEDGE OF:</b>	
An awareness of Health & Safety issues in a sports hall or gym setting.	Application form/supporting statement/ interview
Ability to communicate clearly and accurately, verbally and in writing	Application form/supporting statement/ interview
<b>SKILLS:</b>	
Ability to motivate post-16 students to participate in sports	Supporting statement/ interview
Ability to be assertive	Supporting statement/ interview
Willingness to work as a member of a team	Supporting statement/ interview
Strong organisational skills	Supporting statement/ interview
<b>ABILITY TO:</b>	
Ability to produce work accurately to a tight deadline, with keen attention to detail.	Supporting statement/ interview
Ability to work closely and supportively with other teams, colleagues, and external agencies. Professional and approachable	Supporting statement/ interview

Able to exercise informed judgements and make decisions	Supporting statement/interview
Work on own initiative	Supporting statement/interview
Ability to demonstrate an enthusiastic commitment to the total team approach	Supporting statement/interview
Ability to work flexibly and be adaptable to new methods and ways of working	Supporting statement/interview
<b>ATTITUDE:</b>	
Commitment to Quality	Supporting statement/Interview
Commitment to and evidence of CPD	Supporting statement/Interview
<b>EQUALITY OPPORTUNITY:</b>	
An understanding of sound equal opportunities practice and a commitment to its implementation	Supporting statement/ interview