

JOB TITLE: Student Enrichment and Engagement Officer

Job Description

ACCOUNTABLE TO:

This role will be reporting into the Student Enrichment and Engagement Manager.

MAIN PURPOSE OF THE ROLE:

The ideal candidate will be an energetic and driven individual who will bring an innovative approach to student enrichment and the promotion of the student voice. An understanding of current youth trends, use of social media and how to engage young adults with barriers to learning and SEND is essential.

The student enrichment and engagement officer is responsible for various areas, including cross-college enrichment, holiday programme, student voice, and creating an alumni community. Through this, we aim to develop student skills, widen participation during college, and ensure learners have a voice in college and within their community.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

1. To assist in leading and overseeing the College's Enrichment programme – engaging students in the development of the offer to meet their needs
2. Lead on the planning and coordination of the College's Enrichment programme liaising with Heads of Centre, Marketing and the Assessments and placements team to maximise the variety and appeal of the enrichment offer
3. Identify student demand for enrichment activities and events to develop the programme based on interest.
4. To provide support in monitoring student attendance for the activities programmes and develop strategies to address poor attendance.
5. Manage the budget for enrichment activities.
6. You will be responsible for recruiting and supporting student union reps, organising the "you said, we did" campaign, organising regular focus groups and feedback sessions, as well as having wider input into the annual learner voice conference.
7. Build an alumni community, giving our ex-students an opportunity to return to their place of learning and talk about their experiences to our current students
8. Attend Open Days/Evenings to promote the range of additional opportunities available for students

9. Where qualified, deliver enrichment activities
10. Monitor, record and review the impact of enrichment and engagement activities
11. Work in collaboration with the Marketing Team to prepare materials to promote activities and events
12. Create an enrichment calendar, which you will oversee and organise.
13. Organise student participation on external panels and forums
14. Support the recruitment and training of Student Ambassadors, as part of their role within the student union.
15. To promote the Duke of Edinburgh Award within in the College and at Open Evenings and College events.
16. To manage physical and staffing resources associated with the Duke of Edinburgh Award programme. In particular, to:
 1. Consider the use of off-site provision and improve its use
 2. Purchase suitable items for expenditure in liaison with the Deputy Principal
 3. Observe all College's policies including the Health and Safety Policy and encourage safe working practices
 4. Maintain expedition equipment
17. Help to develop student focused marketing materials celebrating student life at OHC.
18. To carry out all duties in accordance with College and OHCAT policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.
19. To carry out other such similar duties that may be reasonably required by the Line Manager or Senior Leadership Team.

Person Specification

Student Enrichment and Engagement Officer

Essential

- English and Maths GCSE (or equivalent) at Grade C.
- Strong interpersonal and communications skills
- Excellent listening skills
- Well organised and self-motivated
- Coordinating and supporting student participation in events, activities and opportunities.
- Ability to organise own workload and demonstrate autonomy, initiative and creativity.
- Ability to be solution focused, innovative and flexible in approach.
- High levels digital literacy, use of IT applications, software and social media that are relevant to young people.
- Alumni relations and/or membership management experience
- To be creative and have aspirational ideas for young people with SEND and complex needs.
- Track record of building relationships externally
- Creative thinker – someone who has a track record in initiating and implementing new ideas
- Results oriented.
- Experience of managing a budget
- Able to interact positively with young people and adults with SEND
- Awareness of legislative context e.g., Data Protection, safeguarding
- Willingness to travel across all Colleges, although you will be based in one regional for majority of the working week.
- Willingness to work outside normal working hours to attend evening and weekend events.

Desirable

- Project management experience
- Building a membership base using social media and/or other mechanisms
- Working with SEND learners
- Marketing and promotion skills would be beneficial to the role.
- Level 1 or 2 Safeguarding, Child Protection and Prevent qualification