

# JOB DESCRIPTION

**POST:** Business Engagement and Careers Coordinator

**WORK PATTERN:** Full time – fixed term (Sept 2019-July 2020)

**SALARY:** £14,000

**REPORTS TO:** Business Liaison Manager

# Post Summary

To support the management of relationships with partner organisations.

To support and coordinate the delivery of project-based learning, the industry mentor programme and careers programme.

To network and build relationships with potential partner organisations

To support the Senior Leadership Team to deliver outcomes

# Duties and responsibilities

* To support high standards of engagement with local industry
* To support in the Marketing of the UTC and to ensure high levels of student recruitment and brand awareness
* To support and coordinate the delivery of the mentor programme
* To support and coordinate the delivery of the work experience programme
* To support and coordinate the achievement of the Quality in Careers Mark
* Setup and monitoring of an Industry Engagement Impact tool
* To work with external industry partners in the delivery of project based learning
* To manage your own wellbeing and seek support if needed so that you are able to perform at your best
* To further support the UTC and undertake reasonable tasks as requested

# Professional Conduct

All employees are expected to:

* Follow the UTC’s Code of Conduct
* Make the most efficient and effective use of human, financial and material resources
* Be aware of and responsive to the changing nature of the UTC, adopt a flexible and proactive approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives
* Participate in UTC developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post as far as appropriate within their job role
* Ensure compliance with all UTC policies, procedures and regulations and assist in the making and implementation of key decisions
* Give notice of any absence in line with the UTC’s Absence Management Policy
* Provide an education service which actively promotes equality of opportunity and freedom from discrimination
* Work within any legislation to which the UTC is bound by law
* Take responsibility to promote and maintain a safe and healthy environment for yourself, other staff and students
* Manage a sustainable work life balance and seek support if issues in this area arise
* Report any incidence of bullying/harassment as part of the safeguarding statement and procedures

# Person Specification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category**  |  | **Essential**  |  | **Desirable**  | **Evidence gained from**  |
| **QUALIFICATIONS** **AND TRAINING**  | •  | 3 A-levels or BTEC Equivalent  | •   | Evidence of further qualifications or professional development | * Application form
* Interview
* References
 |
| **Experience and** **Skills**  | • • •  | Numeracy, literacy and digital literacy Time management skillsEffective communication skills  | •• •  •• | Experience working in a team Experience of managing multiple tasks and working to deadlinesCommitment to achieving positive outcomes for studentsExperience of marketing Experience working with external organisations   | * Application form
* Interview
* References
 |
| **PROFESSIONAL** **DEVELOPMENT**  | • • •  | Commitment to personal professional development Willingness to take on new challenges Understanding of the UTCs statutory safeguarding responsibilities   | •  | Evidence of personal and professional development commitment  | * Application form
* Interview
* References
 |
| **PERSONAL** **QUALITIES**  | • • • • • • • •  | Is demonstrably passionate about the UTC and its ethos and goals Committed to continuous improvement Drive, enthusiasm, and ambition Creative and innovative approach to problem solving Be committed to equal opportunities and promoting diversity Commitment to lifelong learning Flexibility and adaptability Sense of humour   |  |   | * Application form
* Interview
* References
* DBS clearance
 |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.

This job description may be amended after consultation with you.