

JOB DESCRIPTION

Job Title:	Student Employability Coordinator (Jobs)
Responsible to:	Volunteering and Employability Manager
Responsible for:	Student Staff Team (when appropriate)
Summary of Post:	Source and promote suitable part-time and casual jobs available to students who choose to work whilst studying at University. Build strong relationships with external employers to increase the scale and scope of opportunities available for students in the local area. Support students gaining work through organising events and workshops, in addition to promoting the transferable skills gained by students who work alongside their studies.

DUTIES & RESPONSIBILITIES

1. To work with the Volunteering and Employability Manager to maximize the number of University of Birmingham students working part-time whilst studying.
2. To efficiently run the day-to-day operations of the online jobs listing service, through sourcing and advertising a variety of part-time and casual vacancies for students.
3. To utilise administration skills to effectively develop and update the content management system (online jobs listings).
4. Building relationships with external organisations to advertise their vacancies, and record the number of students gaining employment through roles advertised by the service.
5. Coordinate and supervise the student staff team to enable them to provide the most effective and efficient service to students and external organisations.
6. To provide and facilitate excellent service to students, external organisations and other stakeholders, ensuring reviews and evaluations take place to improve and develop the service.
7. To confirm that all employment opportunities, promoted via the service, are appropriate for students, and comply with relevant policies and legislation.
8. Organise, effectively market, and take responsibility for running employment events,

ensuring that deadlines and outcomes, including income targets, are met.

9. Maintain filing systems and ensure all administrative tasks relating to the running of the service are carried out appropriately including the collation of evidence to demonstrate the value of the service.
10. Produce and publish content online, on social networking sites, and to e-newsletters.
11. To work with the Volunteering and Employability Manager in developing effective policies, processes, procedures and systems for the Service.
12. To work with the Volunteering and Employability Manager on collaborative projects with University departments (such as Careers Network, and Worklink) and external organisations (such as the National Association of Employment Services), in order to enhance the service.
13. To work with the Jobs, Skills and Volunteering team to support the development of the service and to engage in activities with primary stakeholders to promote the volunteering and employability agenda.
14. To adhere to all relevant Guild policy with particular reference to staffing, health and safety, environmental and any relevant Policy where it may impact upon your role.
15. To undertake appropriate training and personal development as required for the role
16. To participate as a member of the Jobs, Skills and Volunteering Department and wider Guild team.
17. To support the work of the Jobs, Skills and Volunteering team, where necessary, in the event of sickness, holiday or other exceptional circumstances
18. Portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
19. Undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

January 2018

Person Specification: Student Employability Coordinator (Jobs)

	You should be able to demonstrate in your application	Essential	Desirable
	QUALIFICATIONS		
1	Good general education to A level standard, typically including Maths and English at least to GSCE C, or equivalent	x	
	KNOWLEDGE AND EXPERIENCE		
2	Relevant experience in an administrative role with responsibility for managing and developing administrative systems	x	
3	Knowledge of student employment and related issues in Higher Education	x	
4	Understanding of employment legislation		x
5	Experience of supervising a small staff team	x	
6	Experience of working with customers face-to-face, over the telephone and via e-mail	x	
7	Experience of marketing and/or organising events	x	
8	Experience of developing relationships with students and stakeholders to deliver objectives	x	
9	Experience of working on projects within a given timeframe and budget	x	
	SKILLS AND ABILITIES		
10	Ability to communicate effectively with students one-to-one and in groups	x	
11	Ability to establish strong working relationships with a wide range of individuals both within and outside the Guild, to include the University, students, staff, clients and employers	x	
12	Ability to demonstrate a strong interest in student employment and employability	x	
13	Ability to work using own initiative	x	
14	Strong organisational skills, in order to be able to carry out a number of tasks in a busy environment	x	
15	Computer literacy - standard office software including competent use of Excel spread sheets and keyboard skills. Familiarity with the internet. (Use of databases would be advantageous)	x	
16	Familiarity with using social networking, including Facebook, Twitter and Linked-In	x	
	PERSONAL QUALITIES		
17	Understanding of and a commitment to Equality of Opportunity	x	
18	Team focussed approach	x	
19	Self-motivated	x	
20	Flexible	x	
21	Committed to continuously improving service delivery	x	
22	Customer focus	x	
23	Persistent & able to persuade others to meet your deadlines	x	
24	Attention to detail	x	