

*The University of Birmingham Guild of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.*

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## **Student Employability Coordinator (Jobs)**

**£19,303 gross per annum – 35.5 hours per week**

Our Jobs, Skills and Volunteering department organises and provides students with opportunities to help develop their personal and professional skills, whilst building their sense of community and forming friendships. The focus of the Student Employability Coordinator (Jobs) is sourcing and advertising a variety of part-time and casual job opportunities available to students who choose to work whilst studying at University.

The Student Employability Coordinator (Jobs) will build strong relationships with external organisations to increase the scale and scope of opportunities available to students in the local area, in addition to recording the number of students gaining employment through roles advertised by the service.

With your knowledge and experience of administration and building client relationships you will be able to source suitable roles for students, develop strong partnerships with external organisations and help support students build their personal and professional skills through part-time work. You will be able to supervise small team of Student Staff to support your projects, run events, and support Guild-wide projects such as Guild Awards.

The role will also include general administration, training, tailored support for specific initiatives, planning and recording of data. The successful applicant will have experience of administration and developing relationships with external clients.

*Please note that the Jobs, Skills and Volunteering department in the Guild of Students, is separate from the University's Careers Network and Worklink services.*

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**Closing date for applications: Monday 5<sup>th</sup> February, 12 noon**

**For application packs please visit:** <https://www.guildofstudents.com/about/your-union/workwithus/currentvacancies/>

**or email:** [staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk)