



Unlocking potential, changing lives

Job Title	Enrichment Officer
Location	Skipton, multi site
Rate of pay	Craven College Harmonised Scale
Post No	B276

JOB PURPOSE

This is a student facing role designed to lead and develop the College's Enrichment programme which will enhance wider learning outcomes for students outside their main programme of study. The post holder will be enthusiastic and have a dynamic personality whose passion is to inspire young people to thrive. The individual must be self-motivated and driven to succeed. This role will work closely with Student Services and Curriculum to produce a consistent and comprehensive enrichment of events/activity programme across college. This will aim to support students' personal behaviour, development, and welfare.

This role will promote and support student involvement activities across college campus. This role is designed to make a difference by having a positive impact on enhancing the overall student experience through a range of enrichment activities that increase participation, retention, knowledge and student satisfaction. The successful post holder will also be responsible for ensuring the College has an active and dynamic student voice and engagement in cross College enrichment activities.

KEY RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To devise, plan and implement a calendar of engaging student responsive enrichment activities, ensuring a rich, positive, and well-rounded experience at college that supports behaviour and attitudes, wellbeing, and personal development. To support student health wellbeing, employability, personal and social development including equality and diversity, British Values, resilience, emotional and mental wellbeing, financial capability, digital literacy, safeguarding and Prevent and health and wellbeing;
- To manage the Student Union through implementing robust processes for the election of the student representatives, training and selection of student ambassadors.
- To ensure the Student Union are engaging in developing clubs and societies influenced by student voice.
- Organise and run the Bi-annual Student Conference



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- Organise and co-ordinate themed events which link to the citizenship calendar and Ofsted graded judgements of personal development, behaviour, and welfare.
- Promote positive links with local community groups and service providers for young people.
- Represent the College in a range of outreach events and empower students in making an informed decision related to their career and social aspirations.
- Promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of students and the wider community.
- Identify student demand for enrichment activities and events to develop the programme for students as a unique selling point of the college.
- Manage the budget for enrichment activities and identify the contribution enrichment activities make to maximising students study programmes.
- In partnership with the Marketing Team prepare materials to promote the programme sharing relevant information on college platforms including social media.
- Record and report on participation in enrichment including courses, visits, and college events to contribute to the College Self-Assessment Process.
- You will be expected to be fully conversant with and implement the College's British Values, the range of safeguarding policies and procedures, to ensure the health, safety and welfare of all students and staff and that any issues/disclosures that are a reason for concern are referred immediately to the safeguarding team.
- To ensure that interaction with students is inclusive, foster good relations between different groups of people, pay attention to specific needs and being mindful of cultural or gender differences.
- To promote the College's Student Positive Behaviour Policy and to provide enrichment activities that will promote these values.
- Research sponsorship and external funding opportunities and collaboration opportunities and work within allocated budgets.



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- Work effectively with colleagues and be proactive in maintaining a safe learning environment.
- To actively promote the benefit of physical activity and healthy lifestyles choices to students and support them to make positive changes through engagement with enrichment.
- To participate in the College's Appraisal Scheme and undergo further professional development to extend skills and abilities in line with the college needs.
- Any other duties commensurate with grade and status as may reasonably be requested

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

Essential Requirements

- Youth Work Qualification, or Event Management and or training
- Qualified to Level 2 (GCSE A*C or equivalent) in English and maths (or willing to work towards completion within a specified time frame)
- First Aid certificate or willing to obtain.
- Risk assessment training or willing to obtain.
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures.
- Interest and understanding of current educational initiatives.
- Ability to work flexibly and on own initiative to meet the needs of the College
- Ability to maintain relevant records and documents accurately.
- Willingness and ability to undertake further professional development linked to the Department and college needs.
- Ability to achieve high standards working under pressure.
- Excellent interpersonal skills
- Self-motivated and inspirational
- Computer literate, and familiar with video conferencing software such as Microsoft Teams, Zoom or Facetime
- Current driving licence and use of a car



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Desirable Requirements

- Experience of working with young people or within an enrichment team
- Knowledge of Students Union recruitment and activities
- Experience of working in an educational setting
- Experience of operating effective Health & Safety procedures
- Ability to plan, organise and deliver activities.
- Ability to prioritise own workload to meet objectives.
- Ability to work independently without direct supervision.
- Ability to write reports.
- Ability to network both internally and externally to develop opportunities for students

CONDITIONS

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post





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VISION, MISSION AND VALUES

Vision: To be exceptional in everything that we do
Mission: Proudly serving our communities by delivering high quality education and training
Strapline: Unlocking potential, changing lives Unlocking potential

Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

- 1.0 We are ambitious for our students and staff, striving for excellence in all we do
- 2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
- 3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
- 4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

