

Post Title: Enrichment & Engagement Officer

Hours of Work: 37 hours per week (Monday to Friday), 36 weeks per annum.

Place of Work: The role is based at one of the NKC Colleges Group sites (Dartford / Gravesend / Hadlow / Tonbridge). However, the postholder may, from time to time, be required to travel to any of the Group's sites as required.

Salary: Tier 5 pro rata, plus enhanced holiday pay.

Responsible to: College Principal

Summary:

The postholder will develop, co-ordinate and deliver varied, inclusive and engaging enrichment activities and opportunities across the College. Working collaboratively with curriculum and student services teams, the postholder will plan, develop and implement a varied enrichment programme alongside the curriculum enrichment already in place, and support curriculum areas where they want to further develop their offer. The postholder will promote and encourage student participation and personal development through a range of opportunities, events and other student-led activities.

Duties, Responsibilities and Accountabilities:

- Develop, co-ordinate and deliver an academic year-round inclusive programme of enrichment activities that support students to build resilience, stay safe and develop employability, personal and social skills, that reflect the interests and needs of a diverse student body.
- Develop and manage delivery of a range of student opportunities and initiatives, for example College job shops, volunteering, sports teams, clubs, community action, fundraising, food and clothing bank provision and other activities that enhance students' personal development and employability.
- Be the first point of contact for all enquiries regarding enrichment clubs at the College.
- Promote essential employment skills through enrichment opportunities, including teamwork, leadership, and healthy competition among learners.
- Update the internal audit of enrichment provision for each curriculum area, working with Heads of Curriculum and relevant support teams to identify gaps to broaden and diversify their enrichment offer where needed, ensuring regular enrichment opportunities are established, available and accessible to students across the College.
- Help promote the College's personal development programme, working collaboratively with and supporting Heads of Curriculum to broaden personal development opportunities beyond the core curriculum.
- Co-ordinate and oversee the use of the College's enrichment rooms/space, supervising and managing the behaviour of users, ensuring it provides an engaging, welcoming and purposeful space for students and supports the wider enrichment programme.
- Gather and use learner feedback and participation data to evaluate and continuously improve the enrichment activities on offer; actively engaging with students to understand their interests, identify barriers to participation and inform new activities and opportunities, while demonstrating the impact of enrichment provision.
- Contribute to and support College open days, fundraising events and social action projects to ensure personal development of learners.
- Initiate, promote and facilitate a college embedded enrichment, programme making effective use of the skills and talents of staff and students to develop a programme of regular weekly activities and opportunities that are led by students for students.

- Develop and promote the College Enrichment brand, as part of the broader College brand, using appropriate internal and digital communications, including social media, to raise awareness and encourage participation within the student body.
- Develop and maintain effective relationships with partner organisations, for example contacts within college networks, employers, community organisations, charities sports organisations etc, implementing and managing all relevant partnership agreements for projects and programmes. Liaise and work with Welfare and Safeguarding teams and T&L for college-wide student-centred events and be present at College events and activities, either to run them, or to support those running them. Ensure all enrichment activities are delivered safely and in accordance with relevant legislation, best practice and College policies and procedures, including Health & Safety, GDPR and Safeguarding requirements. Ensure that these procedures and policies are understood by all students when participating in activities.
- Participate in internal team meetings and staff days and training sessions, some of which may be based outside of the College.
- Undertake other reasonable duties as required by management.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
(1) Qualifications:			
Minimum Level 2 qualifications in English and Maths, grade 5 and above.		Y	Application
A teaching, youth work, social work, learner support or other relevant qualification (Level 3 or above).		Y	Application
First Aid at Work Certificate, or willingness to undertake within probation period.	Y		Application
(2) Knowledge to include:			
Volunteering or working on social action projects.		Y	Application / Interview
The educational environment and the needs of young people, ideally within FE		Y	Application / Interview
(3) Experience to include:			
Working with young people and/or students in an education, youth, community or similar setting	Y		Application / Interview
Planning, organising and delivering activities/ events/programmes or projects for young people.	Y		Application / Interview
Engaging and motivating young people to participate in activities	Y		Application / Interview
(4) Technical skills / abilities to include:			
Proven ability to develop and maintain positive and collaborative relationships with external partners and stakeholders.	Y		Application / Interview
Excellent time management and organisational skills, with the ability to plan, prioritise and deliver	Y		Application / Interview

multiple activities and events simultaneously and within agreed timeframes			
Excellent written and verbal communication skills, with the ability to communicate effectively with students, staff and external partners/providers	Y		Application / Interview
Strong initiative, creativity and a proactive approach with the ability to develop ideas into practical activities and programmes that engage students.	Y		Application / Interview
Ability to engage, motivate and encourage participation from students with diverse interests needs and backgrounds	Y		Application / Interview
(4) Personal qualities to include:			
Articulate and dynamic, with the ability to inspire and motivate and engage others.	Y		Application / Interview
Committed, reliable and proactive, with the ability to work independently while being an effective team player.	Y		Application / Interview
Empathetic, with the ability to understand and respond positively to the perspectives, interests and needs of students and stakeholders.	Y		Application / Interview
Approachable and confident in building positive relationships with students and colleagues.	Y		Application / Interview
Flexible and solutions focussed with a creative approach and willingness to be hands-on in organising and delivering activities and events.	Y		Application / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the People Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the People Department.

Sign: _____

Print: _____

Date: _____