

Job Description

Job Title:	Student Events Coordinator
Grade:	Business Support Scale 5
Responsible to:	Assistant Principal – Student Experience
Primary Location:	Both Sparsholt campus and Andover campus each week (with flexibility)

Introduction

The College Group's Vision and Values are embodied in the following statements:

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College Group is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College Group is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self-critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College Group is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College Group.

What will I be doing? (Contribution statement)

We are seeking to appoint a Student Events and Study+ Co-ordinator to join our Student Experience team. Reporting to the Assistant Principal – Student Experience, this is an exciting opportunity for a creative and vibrant individual to plan, develop and contribute to the facilitation of the College's Study+ offer for students across both campuses to support wellbeing, enhance the student experience and enable students to achieve success.

At Sparsholt College Group, 'Study+' comprises student-focused clubs, societies and organisations, and as you will be directly responsible for this enrichment offer for both FE and residential learners at Sparsholt College and Andover College campuses, you will work with staff teams across the College community to devise an offer that engages the learner community. You will be required to directly run a number of these student events, clubs and/or societies yourself on agreed themes – therefore a creative mind and an approachable nature is a must!

You will also help facilitate a number of student events throughout the year including Freshers Fairs, EDI events and other one-off charity events, ensuring appropriate links are made to the College's Tutorial Programme. As well as this there is the opportunity to organise relevant off-site enrichment activities and trips

In addition to coordinating the College's daytime Study+ enrichment offer for FE learners, you will also work alongside the residential manager to help with the coordination and delivery of the evening and weekend activity programme for our residential student cohort.

You will also play an active role in promoting and running the FE Student Associations and be involved the wider student government attending student council meetings and Residential Voice Groups to ensure we are involving learners in the planning and organization of current and future events, groups, societies and schemes.

You will be part of a flexible, professional team providing a range of activities and support to our FE and residential students, ensuring their student experience is one to remember. The hours of the post are Monday – Thursday 08.30 – 17.00 and Friday 08.30 – 16.30. However, there is an expectation that the post is flexible in order meet the service and student demands e.g., main event nights or activities.

You will work alongside the Wellbeing Team, Marketing Team, Quality Team and Residential Support Manager (RSM) along with other College teams to ensure the students receive a rewarding and enjoyable experience. This is a cross-campus role and as a result you will be required to work at both Sparsholt and Andover College campuses.

Main Duties and Responsibilities

1. Coordinate the Study+ programme (clubs, societies, organisations) for FE learners across both Sparsholt College and Andover College campuses, liaising with appropriate teams/departments to ensure a quality offer is in place. This will involve developing a full activity programme for FE and residential students including Student Associations and one-off events. You will also be required to directly run/deliver a number of regular student clubs and/or societies in agreed topics.
2. Responsible for coordinating and running the Student association and playing an active role in the FE Student Council and residential voice groups.
3. Attend open days and outreach events to promote the College's Study+/enrichment offer.
4. Be fully aware of the national minimum standards for the accommodation of students under 18 by further education colleges and the Ofsted inspection framework for inspecting residential provision in further education colleges. To highlight to management any standard where the college may be at risk of non-compliance and to recommend and implement improvements when necessary.
5. To be responsible for student welfare within Study+/enrichment programmes and make referral for specialist information, advice or guidance to the appropriate College team.
6. Alongside organising events, where required partake in College group events and student trips.
7. At all times model professional behaviour and attitudes to maintain effective communication with students, guardians, stakeholders and colleagues.
8. Provide a degree of presence on both campuses to enable students, parents/guardians and colleagues to make contact for any reason.
9. Use College systems to record daily Study+/residential activity, communications, cause for concern incidents, the breaking of college policies, procedures and national Law, and residential events.
10. Provide written reports as requested by the Assistant Principal – Student Experience, particularly in relation to student engagement/evaluation of enrichment activities offered and levels of uptake.
11. Ensure risk assessments are carried out for all activities scheduled.

Health and Safety

1. To comply with and promote College Group Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
2. Ensure activities meet all relevant legislative requirements, including carrying out risk assessments where necessary.

Other

1. Undertake other appropriate duties and responsibilities as may be determined by your line manager, according to the needs of the department.
2. Review this Job Description annually with your line manager through the performance management scheme.
3. The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA).
4. Ensure compliance with, and implementation of, all College Group policies and procedures. Commit to all team meetings and other College Group activities.
5. Comply with and promote College Group Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
6. Be flexible to provide cover for colleague's absence.
7. Participate in the performance management and appraisal process and to undertake appropriate staff development and training as required.
8. Maintain effective communication with College Group staff, students, parents and stakeholders.
9. To attend and support College open days and events as required and ensure a professional and favourable image is portrayed at all times.
10. Undertake such other reasonable duties as may be required and, through the performance management scheme, review this Job Description annually with the Assistant Principal – Student Experience.

Job Description prepared:

May 2023

Approved by SLT Member:

May 2023

Notes

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.

The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership team.

Person Specification/Competency Profile

Student Events Coordinator

SKILLS AND CORE COMPETENCIES	HOW MEASURED
Technically competent and informed (qualifications and training) - Professional/vocational qualification (Level 3 or equivalent) or willingness to attain. (E) - GCSE (or equivalent) English and Maths at grade C or above (D) - Evidence of strong professional development to date. (D) - First Aid Qualification. (D) Willingness to obtain. (E) - Outstanding communication skills. (E)	Qualification certificate /CPD Log
Experience, knowledge and judgement - Knowledge and understanding of current student issues. (E) - Experience working with students and or youth groups. (E) - Evidence of ability to negotiate and organise events and coordinate student activity. (D) - Applies knowledge in a relevant and practical manner. (E) - Takes appropriate and relevant information into account before making decisions. (E) - Knows when and where to use judgement, and when and where to seek guidance. (E) - Knowledge, understanding and application of Safeguarding legislation and best practice. (D) - Demonstrate knowledge of dealing with a range of support and disciplinary situations. (D) - Ability to motivate and inspire students and members of the team. (E)	Application/Interview
Skills and attributes - Can demonstrate track record of maintaining workflow and priorities. (E) - High level communication skills. (E) - Able to manage own workload and organise others. (E) - Understands our core business, strategic priorities, values and client needs (E)	Application/Interview /References

5. Competence in common IT packages including Microsoft Word, Access, Excel, Teams and Outlook. (E)	
Personal qualities, communicating and relating to others 1. Enjoys working with young people and can communicate with them well. (E) 2. Makes time to think about how best to communicate key messages. (E) 3. Ensures colleagues are appropriately involved and informed. Shares knowledge and learning with colleagues. (E) 4. Confident and assertive in dealing with difficult situations such as those which require the assertion of boundaries. (E) 5. Track record of meeting deadlines. (E) 6. Ability to work alone and be self-motivated. (E) 7. Ability to demonstrate empathy and a strong commitment to meeting the needs of individual students. (E) 8. Can establish and maintain effective working relationships with young people and adults at all levels. (E) 9. Commitment to Equality and Diversity - encourages diversity and equality of opportunity, is aware of relevant legislation, the need for impact assessments and implications for the organisation. (E)	Interview/References
Other 1. Clean driving licence. (E) 2. MIDAS minibus training or willingness to attain. (E) 3. Willingness to use own vehicle for business purposes. (D) 4. First Aid certificate or willingness to train. (E) 5. Ability to work flexibly to meet the needs of the organisation. (E)	Sight of Docs/Interview