



JOB DESCRIPTION & PERSON SPECIFICATION

Post Title: Youth Development & Enrichment Officer

Full/part time: Permanent full time position, term time only (36 weeks)

Hours: 35 hours per week

Monday 9-5pm, Tuesday 11-7pm, Wednesday 11-7pm, Thursday 11-7pm, Friday 9-5pm

Salary: £23,000 per annum, £18,400 term time only

Start Date: 1 September 2022

Reporting to: Careers Manager

Purpose of the role:

Big Creative Academy's mission is to create careers, supporting young people onto the next steps. After completing a course here students will be able to move into employment in the creative arts, secure an apprenticeship or go to university so that they can make a living from their passion.

The post holder will co-ordinate enrichment activities that enhance the rich college life we have at Big Creative Academy, working with colleagues to host events and activities that meet the careers needs of students. The post sits within the careers team, and is driven by students' career plans. We want students to have high levels of participation to enhance employability skills and community connection.

Key purposes of the role are:

- To lead on developing students and their career plans through promoting, supporting and organising a comprehensive enrichment programme of activities, including lunchtime and evening sessions
- To advise and mentor targeted groups for careers support

To apply for this post please complete the application form and submit it to victoria.spence@bigcreative.education. **The deadline for applications is Thursday 30 June 2022 at 5.00pm.**

Principal Accountabilities:

- Work with curriculum and support staff to develop and implement cross college enrichment initiatives, including cultural events
- Promote and advertise this programme to students to ensure high levels of participation. Organise activities in partnership with students, tutors and teaching staff that reflect the diverse interests of the student body and which support young people's personal and social development, for example: clubs and societies, short courses that develop skills, charitable events, and cultural activities.
- Manage the learner representatives to develop, promote and implement student-led clubs, societies and events.
- Liaise with external and internal trainers and teachers to put on a range of activities within the programme

- Manage the process of enrolment onto the enrichment programme, activities and events, with administrative support
- Ensure that regular reminders are sent to students who have signed up to activities at enrolment to ensure they are aware of when events start and what is available.
- Monitor attendance at enrichment, keeping accurate registers of events and activities. Evaluate and report on the impact of the enrichment programme on the student experience, including participant satisfaction.
- Conduct one to one careers information, advice and guidance sessions with learners
- Mentor targeted groups for careers support, for example freelancers, SEND and LAC students
- Promote external opportunities that enhance the students' learning and development

In addition, the postholder is expected:

- To work towards achieving Big Creative Academy's mission and actively participate in our culture, striving towards outstanding teaching and learning, promoting wellbeing and bringing industry into the classroom
- To undertake continuous professional development including research projects and a bespoke annual plan
- To actively promote equality and anti-racism at all times
- To carry out duties at all times with due regard to Big Creative Academy's policies, including safeguarding, health and safety and data protection and participate in training as required
- To work flexibly and to undertake any other duties that may reasonably allocated by the line manager, which may include working occasional evenings and weekends
- To travel to partner schools and external venues as appropriate to the role

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Essential	Desirable
Education, Training and Qualifications		
Level 3 Youth Worker qualification	✓	
Qualifications in English and maths equivalent to GCSE Grade 4/C/Level 2	✓	
Level 3 or equivalent in career guidance and development		✓
Skills and Knowledge		
Previous experience of working with young people (post-16)	✓	
Experience and/or understanding of the FE sector		✓
Experience of supporting and promoting independence skills	✓	
Understanding of the factors that create barriers to a positive student experience and how to overcome these	✓	

Understanding of the pastoral needs of learners	✓	
Understanding of the Gatsby Benchmarks for careers provision		✓
Personal Attributes		
High professional standards and personal integrity, with high expectations of self and others	✓	
High level interpersonal, organisational and communication skills	✓	
Good standard of written English	✓	
Work collaboratively as part of a team, to deliver shared outputs	✓	
Take initiative and innovate to drive continuous improvement	✓	
Abilities		
Able to plan and implement initiatives to deliver enrichment provision	✓	
Able to prioritise, meet deadlines, and work under pressure	✓	
Able to positively challenge individuals and students and encourage reflective decision making	✓	