**People Team**

**Job Description & Person Specification**

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| **Post Title:** | **Student Engagement Coach** | **Department:** | **Student Inclusion and Support** |
| **Hours per week:** | 37 | **Weeks per year:** | 38 |
| **Contract Type:** | Full Time | **Reports to:** | Student Engagement and Enrichment Coordinator and DDSL |
| **Scale & Spine Points:** | LIVG16 Scale 3 | **Location:** | Multi Site |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:   * A passion for learning and success * Supportive and caring * Respectful and considerate * A champion for equality through learning * Ambitious and tenacious |
| **Department Overview** |
| Student Inclusion and Support is a dedicated Directorate within People and Student Experience to help support all aspects of a student’s journey while they are studying at The Bournemouth and Poole College.  The Student Inclusion and Support Directorate comprises of 4 strands of support; Student Engagement and Enrichment, Student Wellbeing, Personal Development and Student Inclusion  This role sits within the Student Engagement and Enrichment Team. It is such an exciting time to be joining the Student Engagement and Enrichment Team, we are on a journey to excellence, providing students with the best experience possible. |
| **Purpose of the Role** |
| * To further develop and implement the college Student Voice and Representation structures. * To support, train, develop and deploy Student Executives, Student Influencers and Student Reps. * To work with curriculum, support staff and students to ensure Student Voice and Representation is student led and meaningful for students |
| **Key Accountabilities & Duties** |
| * To be responsible for the planning and promotion of all Students’ Union activities and events across The College in conjunction with the Student Engagement and wider Student Inclusion and Support teams. * To be responsible for the development of Student Voice and Representation across the college ensuring that all Student Executives, Student Influencers and Student Reps are trained, supported and have all the skills to achieve in their role. * To run fair elections in line with the BPCSU Constitution. Assist with training and support Student Exec member’s development. Organise meetings between sites for Student Exec Team and complete administration duties; creating all documents and taking minutes. * To be based within the social spaces of the Students’ Union, across all sites, and ensure that all aspects of Health and Safety and behavior are maintained at all times. * To work with all staff within the Student Inclusion and Support Directorate to ensure that visibility and promotion of the Students’ Union and Student Engagement is clear and well embedded throughout The College. * To be the lead member of staff responsible for events undertaken by the strand and the associated administration, engagement and outcomes. * To engage students through the creation of podcasts, video content, and any other multimedia platform including the Student First Website, Social Media and any new ways to communicate with students. Keeping current platforms up to date and engaging for our students. * To take part/attend and supervise Students’ Union trips and activities which may fall outside of normal working hours. * To work with staff within the Inclusion and Support Directorate to further develop the overall service to our students. * To ensure Student Engagement at the college is embedded throughout the college, staff engage with the model and students benefit from key changes students want being implemented * To further develop the BPCSU offer to our students ensuring that BPCSU offer a wide range of activities and events for students, including any commercial opportunities BPCSU could offer.   **\*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post** |
| **Equal Opportunities** |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at **January 2024.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager.  A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | Level 2 (or equivalent) English and Maths |  |
| **Post Specific Qualifications** |  | Youth work qualification at Level 2 or above |
| **Work Experience** | Experience of working with 16 – 19 year old students  Experience of leading a project with staff and students.  Experience of working as an effective member of a team.  General administration experience to a high standard. | Work experience in an FE setting ie college or school  Planning and promotion of student facing activities and or events  Previous experience working within a youth organization or similar setting |
| **Knowledge** | Competent in Microsoft Office applications  Competent in using online booking systems  Use of design software to create marketing material  Ability to develop creative approaches to problem solving.  Use of social media | Working with student databases ie ProMonitor/ProSolution  Understanding of KCSIE and safeguarding children and vulnerable adults  Use of website platforms and knowledge of HTML, CSS and JavaScript  Use of Digital design software to create marketing material  Use of video editing software |
| **Skills** | Highly developed communication skills both on an individual basis and in group settings.  Good IT Skills  Excellent verbal and written communication skills  Exceptional organisational skills, time management and project delivery  Negotiating skills  Ability to delegate  Ability to work effectively in a team as well as on own initiative  Problem solving skills  Ability to work independently and meet engagement targets  Ability to work under pressure and to deadlines |  |
| **Other Requirements** | Attendance at college events ie open evenings including outside of normal working hours  Ability to be able to travel between sites |  |