



Bolton Award Project Officer

Department:

Jobs for Students
Ref: CAE-009/P

Salary:

Salary in the range of £26,396 to
£31,412 per annum

***Closing date for applications:**

**12:00 noon on Tuesday 3 January
2023**

Interviews are expected to take
place 2 weeks after the closing date.

If you are interested in working at the University of Bolton, please download the detailed Job Description from the link below and send a covering letter and CV to jobs@bolton.ac.uk.

Please ensure that you quote the position reference and tell us exactly how you meet the role requirements set out in the Job Description/Person Specification. Please also outline why you would like to join our team.

The Job Description/Person Specification can be viewed on our website [here](#) or requested by email: jobs@bolton.ac.uk

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>.

The University of Bolton is a “Teaching Intensive, Research Informed” higher education institution whose distinctive high quality, student-focussed, undergraduate and postgraduate programmes attract students from all over the world

An opportunity has arisen within Careers and Employability for a Project Officer to enhance and further develop the Employability Award Scheme across the University.

The successful candidate will support students through all stages of the Bolton Award process from recruitment and engagement, to troubleshooting queries; excellent interpersonal and communication skills and an ability to present information to large and individual groups is essential along with strong networking skills to facilitate the development of the Award.

A flexible and adaptable approach to the requirements of the role including good working knowledge of social media and the ability to manage new projects and initiatives are essential.

Further information can be found in the Job Description Person Specification. We’re also happy to chat to interested candidates about the opportunities available and what it is like working at the University. Informal enquiries regarding this role should be made to the Director of Jobs for Students Julie Bateman – J.Bateman@bolton.ac.uk

*Although these are full-time roles, we would welcome applications from candidates interested in part-time hours/job-share.