

Job Description

Position:	Bolton Award Project Officer
Academic Group/Service:	Jobs for Students
Reference:	CAE-009/P
Grade:	Grade 5
Status:	Permanent
Hours:	Full time, 8.45 – 5.00pm Monday - Friday
Responsible to:	Head of Employability

The Bolton Award is an employability programme that is designed to provide our students with the skills and attributes needed to gain a graduate level role.

The role holder will oversee the development and roll out of the Bolton Award and associated strands, which help to develop employability skills and extra-curricular experiences for all of our students.

The role holder will support students through all stages of the Bolton Award process, from recruitment and engagement to troubleshooting queries and supporting improvements, using online systems to record impact.

Generic duties and responsibilities:

- To develop the structure of the Award further, looking at assessment, accessibility, delivery and review processes.
- To promote the Bolton Award across the University by means of events, drop-ins, social media posts and blogs working closely with academic teams and professional support services.
- To oversee the creation of a visual identity and ongoing brand for the Award.
- To help create appropriate online content, using a variety of communication channels to market the Award, internally and externally.
- To undertake detailed analysis of information and data related to the Award, presenting results and recommendations as appropriate.
- To devise appropriate systems to monitor usage and impact of the Award.
- To organise and help to deliver a suite of student-centred employability initiatives and professional development workshops. These will include but not confined to employability weeks, virtual clinics and skills-based workshops.
- To produce qualitative and quantitative reports regarding Award developments that will seek to meet internal requirements.

- To support students on a 1-1 and group basis as needed to discuss Award progress and encourage participation and completion.
- To deliver group presentations to students and staff regarding the Award and the benefits of participation.
- To work closely with the Careers Service, Student's Union, Student Employment Champions and other University personnel to foster the effective development of the Award.
- To work with external organisations and employers to develop the Award.
- To participate in committees, working groups and cross institutional activities as required.
- Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
- Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role
- Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements

Other Duties:

- To demonstrate excellent customer care in dealing with all customers of the Careers Service, as per the Customer Service Excellence Quality Standards.
- To work flexibly including additional hours, in the evenings, at peak times, at the weekend and at University Open Days to meet the needs of the service.
- Undertake appropriate training and development, as required.

Note: This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Position: Bolton Award Project Officer		Reference:	
School/Service: Jobs for Students		Priority	Method of Assessment
Criteria		(1/2)	
1	Qualifications		
1 a)	GCSE, Grade C or above, in English and Mathematics (or equivalent)	1	Application Form/Documentation
1 b)	Educated to degree level or equivalent	1	Application Form/Documentation
1 c)	Training qualification	2	Application Form/Documentation
2	Skills / Knowledge		
2 a)	Awareness of the requirements associated with operating within a customer service environment	1	Application Form/Interview
2 b)	Excellent written and verbal communication skills	1	Application Form/Interview
2 c)	Able to design and deliver presentations to small and large groups	1	Application Form/Interview/Presentation
2 d)	Able to demonstrate strong networking skills to facilitate the development of effective working relationships both internally and externally	1	Application Form/Interview
2 e)	Able to work in a flexible manner and organise and prioritise workload to meet own and service objectives	1	Application Form/Interview
2 f)	A knowledge of Higher Education and in particular issues surrounding graduates' skills acquisition and graduate employability	1	Application Form/Interview/Presentation
2 g)	Excellent organisation and time management skills to plan and organise project-related activities and events	1	Application Form/Interview
2 h)	Competent in the use of IT systems and a range of social media platforms such as Facebook, Twitter, LinkedIn	1	Application Form/Interview
2 i)	Able to support, advise and motivate students / group of students / volunteers	1	Application Form/Interview
3	Experience		
3 a)	Experience of managing projects and/or new initiatives	1	Application Form/Interview
3 b)	Experience of building effective working relationships with students, academic staff and employers	1	Application Form/Interview
3 c)	Experience of collating information and manipulating data for inclusion in reports/other documents	1	Application Form/Interview
3 d)	Experience of working on employability skill development projects	2	Application Form/Interview
3 e)	Experience of successfully coordinating and / or managing student-related events, workshops and activities.	2	Application Form/Interview
4	Personal Qualities		
4 a)	Able to work under pressure and meet deadlines.	1	Interview
4 b)	Efficient and well organised	1	Interview
4 c)	Sensitive to individual and cultural differences.	1	Interview

4 d)	Good team player	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 c)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of the grade.