



Head of Employability

Department:
Jobs for Students

Ref: JFS-011/P

Salary:
In the range **£44,706 to £51,799**
per annum (subject to skills,
knowledge and experience)

Closing date for applications:
12 Noon on **Wednesday 7**
September 2022

Interviews are expected to take
place within 4 weeks of the closing
date.

A job description and person specification can be
viewed on our website:
<https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> or requested by
email: jobs@bolton.ac.uk.

To apply, please submit your CV along with a
short covering letter (no more than two sides of
A4 font size 12) explaining your suitability for the
role to jobs@bolton.ac.uk. Please ensure you
quote the position reference number on all
paperwork submitted.

If an applicant is interested in more than one
vacancy, a separate application must be
submitted for each vacancy to ensure that the
individual role requirements are addressed.

Candidates must be eligible to work in the UK, for
more information please visit
<https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the University reserves the right to
shorten/extend the closing date of any position
where a high/low volume of applications are
received.

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

We are currently seeking a focused and enthusiastic Skills
and Opportunities Manager to lead on the planning and
delivery of employment services across the University
which contribute and enhance student and graduate
employability.

You will manage and motivate a specialist employment
team whose main role is to drive provision of graduate
jobs, internships and employment opportunities. You will
work collaboratively with, and support colleagues to
create and deliver innovative University-wide
employment initiatives and projects, that boost
student/recent graduates’ employability and improve the
University’s graduate outcomes.

You will contribute to the planning and implementation
of the University’s Employment Strategy and drive the
implementation of the employment strategy by
improving the effectiveness of the students’ engagement
with the employment market and increasing their
employment opportunities and prospects.

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, Julie Bateman via email in the first instance
j.bateman@bolton.ac.uk