



Careers and Employability Advisor – Placement Support (0.6FTE)

Department:

Jobs for Students
Ref: CAE-013/P

Salary:

Salary in the range of £30,942 to
£35,845 pro rata, per annum.

*Closing date for applications:

**12:00 noon on Wednesday 13
January 2021**

Interviews are expected to take
place within 4 weeks of the closing
date (via Zoom).

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.

Applicants need to be aware **that only a CV and
covering letter will be accepted**. Please ensure
you quote the position reference number on all
documents 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.

Are you interested in joining the number one University in Greater Manchester for student satisfaction?

Here at the University of Bolton, we are proud of our
growing reputation as a student focussed University.
With our strategy of “Teaching Intensive, Research
Informed” we are committed to offering our students
the best experience possible. Due to our ongoing
growth, we are now looking for a **Careers and
Employability Advisor – Placement Support** to join
our Jobs for Students team. On a day-to-day basis,
you will be involved in providing specialist, high quality
career management, education and guidance services
that develop and enhance the employability of
University of Bolton students. This post will have a
particular focus on supporting students to access, find
and navigate placements and other work-based
learning (WBL) opportunities.

We ask a lot from our staff but in return, you will receive
a competitive benefits package including access to the
Local Government Pension Scheme, an employee
benefits scheme and generous annual leave
entitlement. As a small University, you will have
opportunities to work with colleagues across campus to
support and deliver the best student experience
possible.

*This is a part time post (equivalent to 3 full days per
week)