

# Job Description

<b>Position:</b>	Bolton Award Project Officer
<b>School/Service:</b>	Careers and Employability
<b>Reference:</b>	CAE-009/P
<b>Grade:</b>	Grade 5
<b>Status:</b>	Permanent
<b>Hours:</b>	Full time, 8.45 – 5.00pm Monday - Friday
<b>Responsible to:</b>	Head of Careers and Employability

## Main Function of the Post:

- The post holder will take the already agreed framework for the Award and will work with a range of stakeholders to establish the details of the scheme.
- The post holder will undertake the development work necessary to establish and launch the Bolton Employability Award, and will develop mechanisms for administering the Award.
- The post holder will support students through all stages of the Bolton Award process, from recruitment and engagement to troubleshooting queries and supporting improvements.

## Principal Duties and Responsibilities:

### Details of the Award

1. To develop the agreed structure of the Award further, looking at assessment, accessibility, delivery and review processes.
2. To agree with stakeholders what evidence students will be required to provide and ensure that there are mechanisms for the transfer of information to student records.

### Marketing and Promotion

3. To oversee the creation of a visual identity and brand for the Award.
4. To help create appropriate web content to market the Award.
5. To develop a marketing campaign to promote the Award to all key stakeholders by means of events, drop-ins, social media and blogs.
6. To create guidance documents for students, staff and other key stakeholders.

### Administration and Evaluation

7. To devise appropriate systems to monitor usage of the Award including applications, evidence record forms etc.
8. To devise a mechanism for students to 'claim' their Award.

9. To explore how ICT can be used to promote and monitor the Award.
10. To monitor and maintain records and reports to meet internal requirements.
11. To undertake detailed analysis of information and data related to the Award, presenting results and recommendations as appropriate.
12. To organise assessment panels as appropriate for the Award, managing correspondence, room bookings and appointments.

### **Communication**

13. To meet with students on a 1-1 and group basis to discuss the Award and encourage participation.
14. To deliver group presentations to students and staff regarding the Award and the benefits of participation.
15. To work closely with the Careers Service, Student's Union, Employability and Enterprise Champions and other University personnel to foster the effective development of the Award.
16. To work with external organisations and employers to develop the Award.
17. To participate in committees, working groups and cross institutional activities as required.

### **Other Duties**

In addition all University of Bolton staff are required to:

18. Adhere to all of the University of Bolton's policies and procedures, including Equal Opportunities and Health and Safety.
19. Respect confidentiality.
20. Undertake appropriate training and development as required.

### **Note:**

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role 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 role-holder.

## Person Specification

<b>Position:</b> Bolton Award Project Officer		<b>Reference:</b> CAE-009/P	
<b>School/Service:</b> Careers and Employability		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Qualifications</b>		
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
<b>2</b>	<b>Skills / Knowledge</b>		
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
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/Presentation
2 i)	Able to support, advise and motivate students / group of students / volunteers	1	Application Form/Interview
<b>3</b>	<b>Experience</b>		
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
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Able to work under pressure and meet deadlines.	1	Interview
4 b)	Efficient and well organised	1	Interview

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<b>School/Service:</b>	Careers and Employability	<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
4 c)	Sensitive to individual and cultural differences.	1	Interview
4 d)	Good team player	1	Interview
<b>5</b>	<b>Other</b>		
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.