



JOB DESCRIPTION

Post:	Enrichment Co-ordinator
Salary:	Full Time £28,990 - £30,907 per annum Scale 7, Points 32 - 34
Responsible to:	PTL – Education
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	The main purpose of the role will be to lead on developing student involvement through planning, organising, promoting and supporting a programme of cross college enrichment events on offer to students across Truro and Penwith College.
Specific Duties:	<p>To develop, implement and manage a programme of inclusive enrichment activities, sessions and workshops designed to promote student engagement and improve student's individual development, confidence, enjoyment of college life, mental wellbeing, physical wellbeing and personal development.</p> <p>To work with senior managers, PTLs + DTLs to ensure accurate timetabling of enrichment in line with study programmes including an overview and incorporation of academies offered within curriculum areas.</p> <p>To work with senior managers, PTLs + DTLs and curriculum staff to ensure all 16-18 year old students have been scheduled across a range of activity to enable them to have an outstanding college experience.</p> <p>Ensure Enrichment programme is in accordance with the College's strategy for personal development.</p> <p>To be a key contact for both staff and students, enhancing the student experience.</p> <p>Lead on the Co-ordination, planning, management and evaluation of the cross college Enrichment programme to build the College's profile and reputation amongst its students, the community, the media, key partners and stakeholders.</p> <p>To raise the profile of the enrichment programme across the college and ensure accessibility for all.</p> <p>Meet deadlines and work at a pace that drives improvement</p> <p>To develop and manage an effective process for student referrals.</p> <p>To build and sustain effective partnerships working with Programme Team Leaders from across the College.</p>

To develop and implement robust systems to monitor and report on attendance, participation and retention rates across the enrichment programme.

To measure the impact of the enrichment programme on students through Surveys and user feedback.

To evaluate and continuously develop the enrichment offer available to students through the use of data and feedback.

To work with academy leads and other relevant staff to ensure a flexible, accessible and responsive Enrichment programme is offered on both campuses.

To work with the Health & Wellbeing lead and Health & Wellbeing assistants who organise and deliver the HWS student activity sessions, to ensure appropriate inclusive programmes are delivered to a high standard, and beneficial to the needs of the users.

To work with other Colleges locally and nationally to share good practice and keep abreast of new initiatives relating to the student experience.

To identify potential funding opportunities both within the College and through local partners.

General Requirements:

As a member of staff the post holder will be required to further the agreed aims of the College by participating fully in the following.

To participate in the scheme for appraisal and review of performance adopted by the College. The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

The provision of a high quality environment for student learning and associated activities.

To be responsible for promoting equality and diversity in line with College procedures.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

All members of staff must be prepared for changes in their responsibilities and work.

The post holder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

ENRICHMENT CO-ORDINATOR

PERSON SPECIFICATION

Ideally the person appointed will have the following personal skills, experience and attributes.

- A record of achievement in dealing with and staff, students and outside agencies within Enrichment programmes, health and Wellbeing
- Proven experience of delivering and leading on health/wellbeing related programmes
- Proven track record of three or more of the following:
 - Managing and delivering student activity programmes.
 - Conducting partnership working with collegewide faculties.
 - Management and support of staff.
 - Achievement of specific targets to required timescales.
- Ability to plan, organise and work under pressure.
- Ability to undertake research in order to provide best practice
- Self-motivated and personable – capable of working both as a team player and independently.
- Good communicator, both written and oral, within educational environments.
- Ability to show empathy with the barriers and challenges some individuals may face and to motivate and inspire individuals and groups to make Health and Wellbeing part of their daily lives
- IT literate.
- Willing to travel throughout Cornwall, with access to own transport and a full driving licence.
- Ability to create and keep effective records and systems / audit compliance.
- A record of continued professional development.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.