JOB DESCRIPTION

Post:	Senior Enrichment Facilitator
Responsible to:	Enrichment Lead
Salary:	£28,077 Per Annum Scale 5 Point 25 Full Time, 37 Hours, 52 Weeks
Conditions of Service:	In line with College Conditions of Service

Main Purpose of Job

To support the Enrichment Lead in the planning, coordination, delivery and continuous development of a high-quality Enrichment and Wellbeing programme across Truro and Penwith College.

The post holder will take an active role in supporting the day-to-day management of enrichment provision, providing operational leadership, guidance and support to Enrichment Facilitators to ensure the effective delivery of inclusive, accessible and engaging activities.

A key responsibility of the role will be to facilitate between 15–20 hours of enrichment activities per week, delivering a broad range of sessions that promote student engagement, personal development, confidence, mental and physical wellbeing, and enjoyment of college life.

The post holder will also support the Enrichment Lead in monitoring participation, developing the programme, building partnerships and maintaining high standards of delivery across the College.

Specific Duties

Enrichment Programme Delivery

- Plan, organise and facilitate between **15–20 hours of enrichment activities per week**, ensuring sessions are engaging, inclusive and accessible to all students.
- Deliver a broad range of enrichment opportunities, including physical activity, gym sessions, sports, creative activities, student clubs and societies, social activities, wellbeing initiatives and personal development sessions.
- Deliver and coordinate Enrichment sessions across both Truro and Penwith campuses.
- Adapt activities to accommodate students with varying abilities, interests and additional learning needs, including SEND.
- Promote student engagement, confidence, independence and positive mental and physical wellbeing through high-quality enrichment delivery.
- Maintain a safe, welcoming and supportive environment that encourages participation from all students.
- Support targeted enrichment initiatives and student referrals in collaboration with Student Services, Learning Support and curriculum teams.
- Actively encourage staff participation in enrichment and wellbeing activities where appropriate.

Operational Management and Team Leadership

- Support the Enrichment Lead with the day-to-day operational management and organisation of the College's enrichment provision.
- Provide guidance, mentoring and practical support to Enrichment Facilitators, encouraging consistent standards of delivery and professional development.
- Assist with the coordination of staff timetables, session allocations and operational arrangements to ensure effective programme delivery.
- Act as a point of contact for Enrichment Facilitators, supporting the resolution of day-to-day operational matters.
- Assist with the induction and development of new Enrichment Facilitators, promoting best practice and high-quality delivery.
- Monitor the quality and effectiveness of enrichment sessions, providing constructive feedback and identifying opportunities for improvement.
- Take responsibility for coordinating specific areas of enrichment provision or designated projects as agreed with the Enrichment Lead.
- Support the Enrichment Lead with maintaining appropriate staffing levels, arranging session cover and responding to operational challenges.
- Deputise for the Enrichment Lead on agreed operational matters when required, ensuring continuity of enrichment provision.

Programme Planning and Development

- Assist the Enrichment Lead in developing and implementing a varied, responsive and inclusive enrichment timetable.
- Contribute ideas and initiatives to improve the quality, accessibility and diversity of enrichment opportunities.
- Support the planning and organisation of enrichment events, campaigns, competitions and targeted wellbeing initiatives.
- Identify opportunities to increase student participation and engagement, particularly among underrepresented groups.
- Work collaboratively with curriculum and support departments to ensure enrichment opportunities complement the College's Personal Development Strategy.
- Support the continuous improvement of the programme through student feedback, participation trends and evaluation.
- Contribute to the effective use of enrichment facilities, equipment and resources.

Student and Staff Engagement

- Act as a visible and approachable point of contact for students, promoting the benefits of participation in enrichment activities.
- Support the development of a positive and inclusive enrichment culture across the College.
- Work closely with Student Services, Learning Support and curriculum teams to encourage participation and remove barriers to engagement.
- Support the student referral process, ensuring appropriate activities and opportunities are available to meet individual needs.
- Assist with the promotion of enrichment activities through College communication channels, working with the Marketing team where appropriate.
- Encourage staff participation in wellbeing activities and support initiatives that contribute to a positive College environment.

Monitoring, Evaluation and Administration

- Ensure accurate attendance and participation records are maintained for enrichment activities.
- Support the Enrichment Lead in monitoring participation levels, identifying trends and evaluating the effectiveness of provision.
- Assist with gathering student feedback and implementing improvements to activities and programme delivery.
- Contribute to the preparation of participation reports, programme evaluations and other relevant documentation.
- Maintain appropriate records relating to session planning, health and safety, equipment and operational requirements.
- Support the management and monitoring of enrichment resources, including identifying equipment requirements and assisting with purchasing processes within agreed budgets.
- Ensure relevant administrative tasks are completed accurately and within required timescales.

Partnerships and Collaboration

- Develop positive working relationships with curriculum teams, Heads of Faculty, support departments and other College stakeholders.
- Support the Enrichment Lead in building and maintaining partnerships with external organisations, community groups, sports clubs and relevant agencies.
- Identify opportunities for collaborative activities that enhance the enrichment offer and increase student engagement.
- Assist with the coordination and delivery of activities involving external providers.
- Represent the enrichment programme at relevant meetings and events when required.

Health, Safety and Safeguarding

- Take responsibility for maintaining a safe environment during all enrichment activities.
- Ensure sessions are delivered in accordance with College health and safety policies, procedures and relevant risk assessments.
- Support Enrichment Facilitators in implementing appropriate health and safety procedures.
- Ensure equipment and facilities are used safely and appropriately, reporting any concerns or maintenance requirements.
- Promote equality, diversity and inclusion across all aspects of enrichment provision.
- Uphold the College's safeguarding and Prevent responsibilities, ensuring concerns are reported through appropriate procedures.

General Responsibilities

The postholder will:

- Comply with all College policies, including safeguarding, Prevent, health and safety, and data protection
- Actively promote safeguarding and the welfare of children and vulnerable adults
- Promote equality, diversity and inclusion in all aspects of the role
- Engage in employee development, including subject and industry updating
- Contribute to College-wide initiatives, projects and continuous improvement activity
- Maintain high standards of professional conduct at all times
- Undertake other duties commensurate with the role

Person Specification

Essential Criteria

- Proven experience of planning and delivering a broad range of enrichment, health, wellbeing or personal development activities.
- Experience of coordinating, supervising or leading the work of others and maintaining consistent standards of delivery.
- Experience of supporting operational planning, timetabling or programme coordination.
- Strong organisational and time management skills, with the ability to balance direct delivery responsibilities alongside operational coordination.
- Ability to motivate, inspire and engage students from a wide range of backgrounds and abilities.
- Experience of developing and implementing engaging and inclusive activities that encourage participation.
- Good understanding of SEND and the ability to adapt activities to accommodate individual needs.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, colleagues and external partners.
- Ability to work independently, take initiative and contribute effectively within a team.
- Experience of monitoring participation, maintaining accurate records and supporting programme evaluation.
- Good IT skills, including the use of digital systems for administration, monitoring and reporting.
- Understanding of safeguarding, equality, diversity and health and safety responsibilities within an educational environment.
- Ability to prioritise competing demands and respond effectively to operational challenges.
- Commitment to continuous professional development.

Desirable Criteria

- Previous experience of supervising, mentoring or coordinating staff.
- Experience of supporting the management or coordination of enrichment or wellbeing programmes.
- Relevant qualifications in sports coaching, gym instruction, creative activities, wellbeing or other related disciplines.
- First Aid qualification or willingness to undertake training.
- Experience of working within further education or a similar educational setting.
- Experience of working with external organisations, community groups or partner agencies.
- Knowledge of social prescribing, targeted wellbeing initiatives or strategies to increase participation.
- Experience of supporting budget management, resource allocation or purchasing processes.

Additional Information

- The College is committed to safeguarding and promoting the welfare of children and vulnerable adults. An enhanced DBS check will be required

- The College values diversity and is committed to creating an inclusive environment for all staff and students

JD 2026

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER	• **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals • **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni
REACH FURTHER	• **Triumph:** Students exceed expectation and achieve their full potential • **Talent:** Expert lecturers with a passion for teaching, learning and assessment • **T&PC Magic:** exceptional facilities, enrichment and opportunities
GO FURTHER	• **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers • **Prosper:** Students develop the skills needed to flourish at university or in employment • **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING	Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.
ENGAGEMENT	Taking full advantage of the opportunities available to us, both at college and beyond.
ASPIRATION	Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.
RESPECT	Playing an active part in creating positive inclusive communities, where everyone is valued and respected.

TRURO COLLEGE PENWITH COLLEGE

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