

POST TITLE: Enrichment & Engagement Officer

PLACE OF WORK: This role is based at the Tonbridge Campus. However, the nature of the work may require travelling to any of the College's campuses as required.

HOURS OF WORK: 37 hours per week (Monday to Friday) / 36 weeks per annum

SALARY: Tier 6 pro rata

REPORTING TO: Assistant Principal

PURPOSE OF ROLE:

To develop and embed enrichment opportunities across the college. Working as part of the curriculum and student services teams, the EEO will plan, develop and implement a varied cross-college enrichment programme alongside the curriculum enrichment already in place and support those curriculum areas where they want to further develop their offer.

SPECIFIC RESPONSIBILITIES & DUTIES:

- Develop a year-round programme of enrichment activities that support students to build resilience, stay safe and develop employability, personal and social skills and that cater to the interests and needs of a diverse student body.
- Promote essential employment skills through within enrichment opportunities, including teamwork, leadership, and healthy competition among learners.
- Update the internal audit of enrichment provision undertaken locally by each curriculum area to assess where the gaps are in subject areas and departments and work with Heads of Curriculum to diversify their enrichment offer where needed.
- Ensure that regular enrichment opportunities are available to all students.
- Gather learner feedback to overall enhance the learner experience through the enrichment on offer.
- Contribute to and support college-wide fundraising events and social action projects to ensure personal development of learners.
- Be the first point of contact for all enquiries regarding enrichment and clubs at NKC.
- Initiate a cross-college embedded enrichment programme utilising the skills and talents of our staff and students and build a programme of regular weekly activities, led by students for students.
- Develop an NKC Enrichment brand as part of the broader NKC brand that can be promoted internally on posters and using social media as part of a strategy to promote the wider programme implemented and gain greater buy-in of the student body.
- Work with partner organisations, implementing and managing all relevant partnership agreements for projects and programmes.
- Be present at NKC events and activities, either to run them, or to support those running them.
- Keep abreast of relevant legislative changes and best practice guidelines relevant to the role including all Health & Safety, GDPR and Safeguarding procedures where necessary. Ensure that these procedures and policies are understood by all students with respect to their involvement.
- Help promote the NKC personal development programme and support the Heads of Curriculum to broaden personal development opportunities beyond the core curriculum.
- Liaise and work with Student Services and T&L for college-wide student-centred events.
- Participate in internal team meetings, staff days and training sessions – some of which may be based outside of NKC.
- Undertake other reasonable duties as required by management.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Leads by example.
6. Results Focussed.
7. Manages resources, performance and risk.
8. Champions effective change.

These behaviours will form part of the criteria within Appraisal process.

| PERSON SPECIFICATION | | | |
|--|------------------|------------------|-------------------------|
| CRITERIA | ESSENTIAL | DESIRABLE | ASSESSED BY |
| (1) Qualifications: | | | |
| Minimum Level 2 qualifications in English and Maths, grade 5 and above. | Y | | Application |
| A teaching, youth work, social work, learner support or relevant qualification (Level 3 or above). | Y | | Application |
| First Aid at Work Certificate, or willingness to undertake within probation period. | Y | | Application |
| (2) Knowledge to include | | | |
| Volunteering or working on social action projects. | | Y | Application/ Interview |
| Education (ideally FE) | Y | | Application/ Interview |
| (3) Experience to include | | | |
| Experience working with young people | Y | | Application/ Interview |
| (4) Technical Skills/Abilities to include: | | | |
| Proven ability to develop positive and collaborative relationships with external partners and stakeholders. | Y | | Application/ Interview |
| Outstanding time management and organisational skills | Y | | Application / Interview |
| Excellent written and verbal communication skills | Y | | Application / Interview |
| Strong initiative and the ability to develop and implement activities and strategies that engage students. | Y | | Application/ Interview |
| Flexibility and adaptability. | Y | | Application/ Interview |
| Full, clean driving licence with access to a vehicle during working hours to travel between college sites. | Y | | Application |
| (5) Personal Qualities to include: | | | |
| Articulate and dynamic, with the ability to inspire and motivate others. | Y | | Application/ Interview |
| Committed, reliable, and able to work independently while being an effective team player. | Y | | Application/ Interview |
| Empathetic, with the ability to understand and respond to the perspectives and needs of students and stakeholders. | Y | | Application/ Interview |

General

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____