**JOB DESCRIPTION**

**POST: Global Careers Manager**

**LOCATION: UCFB Wembley Campus, London or UCFB Etihad Campus, Manchester**

**SALARY: Up to £40,000 per annum, depending upon qualifications and experience *(plus a 10% London Weighting allowance if applicable)***

**POST OBJECTIVES:**

To further develop and lead the ongoing delivery of a full spectrum careers and employability support service for the Global Institute of Sport’s (GIS). Enabling the service to:

* design develop and implement a careers planning and development service to both UK and internationally based Master’s and professional education students and graduates.
* leverage existing and develop new UK and international sports industry contacts in order to maximise opportunities for GIS students to work with and in the industry.
* grow and develop the UK and international service provision in line with and in support of the strategic growth plan for GIS.

**KEY TASKS:**

1. Design, manage and deliver a careers and professional skills consultancy service focused on supporting Master’s and executive level students to develop within and into careers.
2. Benchmark the Master’s careers provision against relevant market best practice to inform the design of the service and ensure its ongoing relevancy.
3. Provide both one-to-one and group career coaching to ensure Master’s students have access to a comprehensive suite of advice and additional support/training to underpin their individual career pathway planning and attainment of post course employment goals.
4. Design and deliver a full spectrum career training programme for Master’s students to support their professional skills development and career pathway aspirations.
5. Develop a bespoke set of careers and employability resources for each GIS international delivery hub to further enhance the support available to GIS Master’s and professional education students and graduates
6. Provide an expert source of advice and support to academic teams to support the embedding of employability themes and employability skills enhancement across existing and future GIS courses.
7. Source, engage and maintain positive relationships with a ‘talent pool’ of external guest trainers, speakers and assessors to support specific / specialist elements of the careers consultancy service.
8. Introduce and manage a system to monitor individual student engagement with the careers consultancy service, track the impact on employment outcomes and feed into ongoing service and student engagement improvements.
9. Pro-actively engage partners and industry employers developing and managing all aspects of the client employer relationships to increase identify work experience and skills/knowledge development opportunities available for GIS students and graduates.
10. Act as the first line of contact for all Master’s placements opportunities and act as the first point of resolution for any issues raised by students or host employers.
11. Represent GIS on national and international careers and employability forums
12. Attend and contribute to meetings, projects and working groups in line with strategic initiatives as required and contribute to developing GIS initiatives in line with the business plan.
13. Work flexibly and responsibly and undertake any other appropriate duties relevant to the level of the post and as agreed with the Director of Global Education and Experience.

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| **Person Specification** | | | |
| **HEI:** UCFB - GIS | | **Location:** Wembley Campus or Etihad campus (will be required to travel between campuses) | |
| **Department:** GIS | | **Responsible to:** Director of Education and Experience and dotted line to the Head of Department. | |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT\*** |
| **1. Qualifications & Training** | Minimum of 3 years’ experience gained as a recruiter or as a careers professional supporting professional-level students. | Master’s Degree  Evidence of CPD | 1 |
| **2. Previous Work Experience** | Understanding and experience of delivering careers advice and support to Master’s-level students.  Experience of an outcome-focused approach / KPI environment.  Experience of building relationships with industry to deliver strategic objectives | Experience of delivery career development and progression advice to post-experience and executive level professionals  Experience of corporate pitching, presenting, negotiating  Experience of engaging training delivery and/or coaching | 1, 2, 3 & 4 |
| **3. Specific Knowledge/ Skills/ Abilities Required** | Ability to understand market demands and skills gaps  Diplomatic, persuasive, professional communication  Competency across the full Microsoft Office suite  Handling of confidential data  Multi-tasking and effectively managing multiple tight deadlines  Building positive and professional relationships across all levels of seniority | Ability to design, develop and deliver careers training programmes. | 1, 2, 3 & 4 |
| **4. Motivation/ Attitude** | Customer Service Focus  Professional approach to work  A curious mind-set  A can-do attitude  A solid team ethic  Belief in our mission, purpose and values: <https://www.ucfb.ac.uk/aboutucfb/our-vision-mission-andvalues/gis/>  Working effectively both independently and as part of a team  Working successfully with end users across distributed sites |  | 1, 2, 3 & 4 |
| **5. Additional** | Flexible approach to working hours to support communication from the UK with international partners |  | 2 |
| **\*1=Application Form; 2=Interview; 3=Test/Presentation; 4=Documentary Evidence** | | | |

**Terms and Conditions of Employment Relevant to the Post**

**Job Title:** Global Careers Manager

**Hours:** 8:30 am – 5:00 pm, full time

**Salary:** Up to £40,000 per annum, depending upon qualifications and experience *(plus a 10% London Weighting allowance if applicable)*

**Work Base:** UCFB Wembley Campus or UCFB Etihad Campus, but any of UCFB’s premises as may be required

**Holidays:** 33 days paid holidays, including the usual public holidays in England and Wales

**Benefits:** Christmas/ New Year closure period (10 discretionary days inclusive of bank holidays), cycle to work, Perkbox, birthday off, annual staff events, pension (statutory auto-enrolment scheme), occupational maternity/ paternity pay after qualifying period

**Subject to:**

*Satisfactory DBS check*

*Satisfactory completion of the Probationary period*

*Right to Work in the UK: Compliance with Asylum and Immigration Act 1996 and Immigration and Asylum and Nationality Act 2006*

*Evidence of stated qualifications relevant to the post*

*Evidence of membership of relevant professional bodies as stipulated by the post*

*Not being subject to a Football Banning Order or any lawful prohibition on entering a football stadium in the UK*