

- POST:** Graduate Employability and Career Planning (ECP) Advisor
- LOCATION:** Etihad (some travel between sites will be expected)
- SALARY:** Circa £20,272 to £24,500 per annum
- TERM:** 2 years Fixed Term Contract.
The Graduate Programme will begin from January 2023. Ideally we would like the chosen candidate to begin in September 2022, and we will extend the FTC.

Who are you working for?

In this role you will be working for both UCFB and Global Institute of Sport (GIS).

UCFB is dedicated to the delivery of ground-breaking undergraduate degree programmes in the football and sports industry.

GIS is the leading destination for Master's degrees and executive education in the world's most exciting sector. Driving the fast-paced world of sport, GIS is powered by a global network of industry leaders and elite stadium venues.

Why work for us?

Joining UCFB as a Graduate will allow you to learn, grow, develop, and make an impact every day. You will enjoy great benefits and have access to the support, guidance and training to achieve all your short-term and long-term career goals.

The role will take you through a 2 year structured training Programme, which will involve a range of highly valuable and transferable skills. This includes Critical Thinking, Problem Solving, Time Management and Introductory Project Management skills.

You will also have your own dedicated mentor, to help ensure you are settling into the role and gaining as much from the programme as possible. Alongside this, you will have access to industry experts from both our Academic Team and Senior Leadership Team, ensuring you are fully immersed in UCFB's tight-knit community and inclusive culture.

The role

You will utilise their knowledge and expertise to:

- Actively contribute to and support the delivery of the day to day Employability and Careers Planning (ECP) services (at a designated campus) in line with ECP Departmental agreed Service Level Agreements (SLAs)
- Work in partnership with role counterparts at other campus(es) to ensure that the ECP Services available to students is comparable across all campus(es)

Responsibilities

Your role will require you to add value and be a team member from day 1. The role involves you to:

- Work collaboratively with all members of the ECP Department to deliver the Departments first point of contact / front-line enquiry and advice service.
- Under direction from the ECP Manager/s and Senior ECP Advisor, contribute to both the design and day to day delivery of the Departments employability and career planning advice and guidance service provision
- Manage an individual caseload of students requiring more specific or targeted ECP support and where required supporting colleagues with heavier case loads
- Actively contribute to the development / enhancement and maintenance of departmental ECP focused online and physical 'reference' collections, ECP hubs and portals
- Ensure all support interactions or other appropriate data/data changes are logged accurately, appropriately and in a timely manner and produce relevant analyses and reports
- Where appropriate represent the Pastoral and Wellbeing Support provision of the Student Support Department at relevant internal committees / groups
- Support as required the delivery of Institution milestone activities/events e.g. Open/applicant days, outreach events, enrolment, induction, re-induction and, graduation.

Skills and knowledge required

To be successful in the role you will need to have some knowledge and understanding of the following:

- The day to day operational delivery of a ECP service and individual case load management in the ECP support field
- Student use of current and emerging technologies and potential application of technology to enhance ECP service provision in Higher Education
- The ability to create documentation / presentations etc. in an engaging and audience appropriate formats
- Use of the full Microsoft Office Suite
- The wider HE Employability and Careers sector, including:
 - The graduate labour market
 - Employer expectations
 - Graduate opportunities
 - Volunteering and placements

We would like you to have some experience of:

- Working under pressure and to deadlines
- Use of information systems
- Analysing data
- Customer experience (in any sector)

KEY TASKS:

Areas of responsibility include but are not limited to those outlined below:

- Ensure that all enquiries are prioritised appropriately and responded to in a supportive, inclusive and professional manner and in-line with the departmental policy and processes
- Ensure that all enquiry communication, inboxes and / or other appropriate notes are accurately entered onto the Institution student records management systems
- Support the planning and delivery of on campus and virtual 'ECP advice and support drop-ins'
- Develop creative and engaging guidance and promotional content (physical and virtual/online) to highlight the activities of the Department and the services it offers to support students with employability and career planning
- Ensure that all advice and guidance, promotional / engagement content is developed and made available in line with relevant professional standards and benchmarks
- Support the planning and delivery of general and targeted programme of Careers events and workshops
- Support the planning and delivery general and targeted programme of employability skills development events and workshops
- Support the planning and delivery general and targeted programme of events aimed at supporting students to obtain work experience and/or volunteering opportunities
- Create campaigns and activities targeted at:
 - Increasing student body engagement with ECP services
 - Increasing engagement of students with ECP services and/or opportunities of specific relevance to their course of study / career aspiration / employability enhancement needs
 - Keynote speaker programme

The application process

The application process has 4 stages:

1. Initial application – to demonstrate you meet the essential criteria for the role.
2. Telephone interview – to assess your values and behavioural competencies
3. Assessment centre – a half day event which will include a presentation and team activity
4. Final stage interview – a discussion of your technical knowledge and an opportunity to meet the Senior Management Team in your chosen location and discipline.

You will be informed of their outcome at each stage, with the opportunity for feedback at stages 2, 3 and 4.

We look forward to receiving your application.