



# JOB DESCRIPTION

Enrichment Coordinator



# INTRODUCTION

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Waltham Forest College is one of London's most successful Colleges and in February 2018 Ofsted judged the College to be 'Good' in all that we do. The College is proud to be described as an 'inclusive college' and having a diverse workforce that mirrors our local community.

From the moment you walk into our spectacular building you can see that this is a college built for success. The College firmly believes that our employees are the heart of the organisation and having the right people in the right place is the key to our success

## OUR VISION

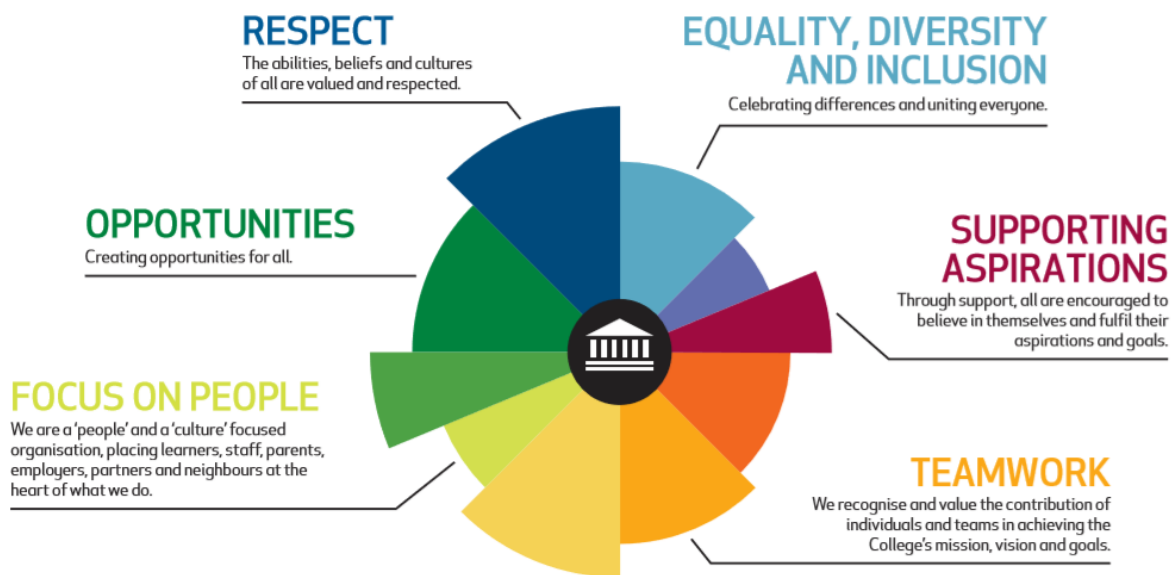
Careers focussed education inspiring learners to create their future.

## OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

## OUR VALUES

Our organisational values drive the way we interact with each other and influence our people in creating their future.



## FURTHER DETAILS

For further details regarding this post or to speak to our Human Resources team please contact us on 020 8501 8501 or by emailing [HumanResources@waltham.ac.uk](mailto:HumanResources@waltham.ac.uk)

# JOB DESCRIPTION

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This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Enrichment Coordinator
Department	Learner Services and Marketing
Pay Spine	Support Scale 19-22 (Term Time Only)
Post Reports To	Head of Digital Marketing, Communications and Enrichment

## POST OUTLINE:

The purpose of this role is to promote, support and organise learner activities which will enhance the learning experience to help build skills for employability and improve their life chances.

## MAIN TASKS

- To develop student involvement through planning, organising, promoting and supporting a programme of cross college enrichment events that cover health, wellbeing, safety, community engagement, learner voice and other themes as directed.
- To lead on organising and overseeing the Students' Union Team and their activities to ensure that students are fully engaged in developing the learner voice.
- Represent the College in a range of outreach events and empower learners in making an informed decision related to their career and social aspirations.
- Contribute positively to the overall learner experience.
- Promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
- To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.

## JOB ACTIVITIES

- Work with the management structures to ensure that the learner views are raised and addressed as appropriate at the various college forums including the Students' Union, Student Council Meetings and Learner Voice Surveys.
- Coordinate the election of the Students' Union and facilitate the activities of the Students' Union including regular meetings of elected members and the organising of various interactive and fundraising events.
- Act as a mentor and advocate to individuals and groups in addressing issues where students feel they require extra support in negotiating college practices.
- Support the delivery of the tutorial provision with a central series of themed weeks focusing on employability, well-being, progression.
- Maintain an active presence in the Student Common Room, encouraging positive student behaviour and involvement in planned activities.

- Accompany learners to offsite venues as appropriate.
- Attend marketing outreach events to promote the College.
- Ensure that all events and activities, both onsite and offsite meet Health and Safety requirements including the coordination of effective risk assessments.
- Build strong partnerships with organisations and develop a range of enrichment programmes that meet the needs of our learners and enhances their college experience.
- Plan and organise virtual events for student interaction and engagement when required using approved/appropriate apps and software such as Microsoft Teams.
- Be proactive in the creative designs and content management for promotional materials and enrichment events, by utilising the College's resources or outsourcing (where required).
- Promote the take up of the NUS provision.
- To organise leagues, tournaments, competitions and college events, with effective monitoring and reporting.
- To undertake the role of Fire Marshal and assist in the safe evacuation of students, staff and members of the public from the College buildings.
- To contribute to the College activities such as enrolment, open days and other special events.
- To provide assistance and cover for colleagues as necessary, taking on additional projects as and when required.

# WALTHAM FOREST COLLEGE COMMITMENTS

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Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Orientate their work towards the needs of students and other customers and the creation of the College as an inclusive learning environment and, in doing so, to seek to ensure that students and all others feel valued.
- Adopt a reflective and self-critical approach to responsibilities and to contribute to the preparation of the local. Self-Assessment Report and for progressing the associated action plans.
- Demonstrate a commitment to the provision (the letter and the spirit) of College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development having regard to the changing demands placed on the College and the impact on specific roles.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting the College's approach to equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Support the College's arrangements relating to emergency evacuations and take a proactive role in enabling the buildings to be emptied quickly and safely prior to marshalling students and others at the designated meeting points
- Wear protective clothing to undertake appropriate and specific roles within the College and to comply with safe methods of working.
- Challenge unacceptable behaviour (such as, for example, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Adhere to the College's approach to no smoking at all times during working hours •  
Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process.

- In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

# PERSON SPECIFICATION

Enrichment Officer Essential/Desirable criteria will be identified at*			
	AF	I	A
<b>EDUCATION AND TRAINING</b>			
Youth Work qualification and/or training	E	E	
First Aid Certificate or willing to obtain	E	E	
Risk Assessment training or willingness to undertake	D	D	
Education to GCSE English and Maths Grade 4 or above	E		
<b>EXPERIENCE</b>			
Experience of working with young people or within an Enrichment Team	E	E	
Knowledge of Students' Union recruitment and activities	E	E	
Experience of working in an educational setting	D	D	
Experience of operating effective Health and Safety procedures	E	E	
Proficient in utilisation of Microsoft Office software	E	E	E
Knowledge of basic design and marketing skills such as, Adobe Creative Suite (InDesign, Illustrator and Photoshop), Publisher etc.	D	D	D
Experience of financial administration and record keeping	E		
<b>SPECIAL ABILITIES AND APTITUDE</b>			
Ability to communicate effectively with people		E	E
Ability to deal with difficult situations or confidential matters, referring to others where necessary and appropriate		E	E
Ability to work independently without direct supervision	E	E	
Ability to plan and prioritise own work to meet objectives	E	E	E
Ability to network both internally and externally to develop opportunities for students	E	E	
Ability to manage externally funded activities, including audits of activity and financial returns	E	E	
Ability to plan, organise and deliver events	E	E	E
Able to demonstrate literacy and numeracy skills	E	E	E
Ability to write reports	E	E	
<b>OTHER REQUIREMENTS</b>			
Flexible approach to working hours and arrangements	E	E	
Willing to participate in and undertake training as necessary	E		
Commitment to maintenance of high levels of Health and Safety	E	E	
Commitment and understanding of equality and diversity issues and experience of putting this into practice	E	E	E
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	E	E

\* **Key:** AF = Application Form, I = Interview, A = Assessment