

Waltham Forest College

Job Title: Enrichment Coordinator

Location: East London

Hours: 30 hours per week, 39 weeks per year. Term-time only.

Salary range: £16,610 to £18,035 pa, inclusive of London Weighting

Waltham Forest College is a forward thinking, vibrant, diverse and exciting place to study and work. We are proud of our achievements including being rated as the top performing college in London for student satisfaction for the past two consecutive years, as well as being graded as Good by Ofsted.

We believe that our employees are the heart of the organisation and having the right people in the right place, with the right skills is the key to our success. We are looking for a committed individual who is passionate about working in an aspirational and high performing college and dedicated to contributing to an outstanding experience for our learners.

The successful candidate will have a keen sense of responsibility, ownership and a 'can do' approach to enhancing the learning experience by coordinating a range of inclusive enrichment activities, sessions and workshops.

If you believe you have the skills, experience and motivation to be part of Team Forest and to make a difference in our learner journey, we strongly encourage you to apply for the post at Waltham Forest College.

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.

As the Enrichment Coordinator for the College, you will lead on developing 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.

Experience of working with young people or within an Enrichment Team, knowledge of Student Union recruitment and activities, and a Youth Work qualification, are some of the key criteria. The selected candidate will be proficient in Microsoft Office software including design software such as Adobe Creative Suite (InDesign, Illustrator and Photoshop), Publisher etc.

The candidate will be able to communicate effectively with people, work independently without close supervision, able to plan, prioritise and meet deadlines, providing timely reports and updates.

The post is a term-time 39wks per academic year, 9am – 3.30pm Mon – Fri each week. However, given the nature of the role, the candidate must have a flexible approach to working hours and arrangements.

What's in it for you?

We offer the opportunity to help develop your skills and knowledge in a friendly team environment, plus a range of benefits including a career average pension scheme (LGPS), employee assistance programme, discounted local gym membership, enhanced sick pay,

Waltham Forest College

NUS Employee discount, free onsite parking, cycle to work scheme and Sodexo benefits scheme

Equality, diversity and inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including females, Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS clearance checks for applications of employment as part of our safeguarding procedures.

Closing Date: 18 May 2022

Interview Date: 24 May 2022

***Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview before the closing date*.**

Please download the application form and submit to human.resources@waltham.ac.uk