

Careers Coach (International/Postgraduate Students)

Job Ref: REQ230102

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

About Student Services

Loughborough University is highly regarded for the quality of careers, employability and enterprise support provided to students and graduates. The University's Careers Network (CN) sits within the Students Services department and provides a wide range of advice, coaching, guidance, and support services and events and activities for students, graduates and other stakeholders including a wide range of employer partners.

Student Services encompasses a wide range of the support and skills development opportunities available for students and graduates at Loughborough. This includes Careers Advice, Student and Graduate Enterprise, Academic Success, Wellbeing Support, Student Advice and Guidance, Academic Language Support, the Wardens Service and Security. In total the department employs around 180 staff. Student Services and the Careers Network is at the heart of enabling the University's strategic ambition to provide all students with a life-shaping student experience and the support required to maximise their graduate outcomes.

Job Description

Job Grade: MA6

Job Purpose

To provide specialist and tailored careers coaching and personal skills development support for students, graduates and staff of the University, with a particular focus on international and postgraduate students, significantly contributing to enhanced student experiences and positive graduate outcomes.

Job Duties

1. To develop and deliver a creative, flexible and streamlined programme of support for students and graduates, aligned to our seven key priority areas and designed to positively impact on graduate outcomes and the student experience.
2. To develop and coordinate a programme of support, often with support from employers, (including workshops, presentations and skills sessions) for international and postgraduate students, designed to optimise career confidence, employability skills, work experience and personal development of students and graduates.
3. To operate as the first point of contact for international and postgraduate student support, working collaboratively with academic schools, and other University departments and stakeholders.
4. To provide professional and effective information, advice and guidance, by adopting a creative and innovative coaching approach for students and graduates. To assess the most effective delivery of coaching including through face to face, virtual and out of hours support.
5. To take an innovative and creative approach to the coordination of allocated projects, aligned to strategic priorities.

6. To coordinate regular and consistent research into student expectations and needs regarding skills, employability, and personal development.
7. To research and maintain expert, up to date knowledge of relevant career opportunities and labour market information relevant to the assigned caseload, including liaison with employers and professional bodies.
8. To work closely with colleagues across all Careers Network teams, to develop and promote innovative, sector leading resources, events, interventions and opportunities designed to enhance the employability of students and graduates.
9. To undertake any other duties or tasks commensurate with the nature and grade of the post when required by the designated line manager or senior management.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Some out of hours work (evening and weekends) will be required.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to Careers Development Manager

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of coaching or the provision of advice and guidance to students or stakeholders. Preferably in Higher Education.	1,3
	Experience in the design and delivery of effective and innovative workshops and training, both face to face and online.	1,3
	Experience of customer or relationship management with key stakeholders.	1,3
	Experience of working in the area of careers, employability or student enterprise.	1,3
Skills and abilities	Good level of interpersonal, communication and team-working skills.	1,2,3
	Ability to work with autonomy and as an active team member to prioritise objectives and meet deadlines.	1,3
	Ability to provide tailored and effective 1:1 coaching.	1,3
	Ability to develop and deliver high quality and innovative training and workshops to both small and large groups.	1,3
	Resilient and pragmatic character with a focus on continuous improvement.	1,2,3
	Ability to adapt quickly and innovatively to operational changes/challenges and encourage others to do so too.	1,3
	Ability to work collaboratively with internal and external stakeholders and develop strong relationships.	1,3
	Ability to adopt a flexible, creative and solution focused approach to challenging problems and programme design.	1,2,3
	An understanding of the needs of international and postgraduate students (current and future) and the challenges posed in meeting these needs.	1,2,3
	Training	Commitment to the development of self and others and a willingness to actively participate in a programme of continuing professional development.
Qualifications	Good educational background, educated to degree level or equivalent.	1
	Achieved/currently completing a careers or coaching qualification or equivalent experience.	1

Desirable Criteria

Area	Criteria	Stage
	Experience of graduate recruitment practises.	1
	Experience of working with international and postgraduate students	
	Experience of working in a Student Services setting.	1,3
Qualifications	A postgraduate-level qualification in a careers/coaching/support-related function.	1

Conditions of Service

The position is 1.0 FTE and OPEN-ENDED. Salary will be on Management and Specialist Grade 6, £ 32,348 - £42,155 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grade 6 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>