

EDI Projects Officer

Job Ref: REQ240930

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 with the Students Services department and provides a wide range of advice, 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, 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: AD5

Job Purpose

To support the delivery of student success projects, including equity, diversity and inclusion programmes and work opportunity generation activity to maximise student experience and graduate outcomes through the generation of meaningful work-based learning experiences and the matching of Loughborough students and graduates.

Job Duties

- To support employers, acting in a key liaison role, to generate and sustain meaningful work experience opportunities, including placements, micro-placements and internships, or part-time work.
- To support an allocated cohort of current students and/or recent graduates through the comprehensive matching and application process for selected work experience opportunities. Providing positive, encouraging and timely information and advice throughout the experience.
- To meet and report regularly on agreed targets in relation to the number of opportunities generated, matched and filled by Loughborough students and/or graduates.
- To support and deliver success and progression activities designed to promote and enhance student/graduate engagement and participation in placements, other work experience or work-based learning opportunities, and their academic studies.
- To undertake structured marketing activity to promote the benefits of placements and other work experience to prospective employers with a genuine interest in diversifying their workforce, and to target cohorts of students and/or graduates, exploring opportunities for organisations to develop further links with the University.

- To support the development and delivery of innovative programmes and EDI (Equity, Diversity and Inclusion) projects (workshops and training sessions) for students and/or graduates, designed to optimise engagement with meaningful work experience and positively impact on graduate outcomes, APP, and the student experience.
- To work closely with colleagues in the wider Careers Network to ensure the efficient promotion of Talent Match opportunities and efficient matching to relevant students and graduates, particularly students traditionally underrepresented in HE.
- To support accurate and regular monitoring of activities across our EDI programmes, Talent Match schemes, placement and other work experience activity to effectively track success and progression information of Loughborough students.
- To support the development and maintenance of accurate and engaging success and progression information, including work opportunities and resources for students, employers and staff.
- To work closely with the wider Early Success and Careers Network teams, sharing knowledge of students' work experience preferences, employer expectations and supporting relevant employer events, particularly where relevant to APP, EDI, success and progression.
- To undertake any other projects, training, duties, or tasks commensurate with the nature and grade of the post when required by the designated line manager or senior management, particularly projects relevant to APP, EDI, success and progression.

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 (evenings and weekends) may 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 Diversity & Inclusion Coordinator.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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 working within a client-focussed service with a strong outcome focus.	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 working with a wide range of internal and external stakeholders.	1,3
	Experience of providing information and advice to clients, both one to one and groups.	1,3
Skills and abilities	Good level of interpersonal, communication, negotiating 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 recruitment support to both employers and students.	1,3
	Ability to develop and deliver high quality and innovative training and workshops to both small and large groups.	1,3
	Resilient character with a focus on continuous improvement and the ability to accept and deliver appropriate challenge from colleagues and senior managers.	1,2,3
	Ability to adapt quickly to strategic 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 think creatively in finding solutions to challenging problems.	1,2,3
	A detailed understanding of both the needs of students (current and future) and employers 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.	1,3
Qualifications	Good educational background, educated to A level or equivalent.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in the area of placements or other work experience opportunities.	1

	Experience of working within the graduate recruitment process.	1
	Experience of working in a HE setting.	1,3
Qualifications	A degree level qualification.	1

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management and Specialist Grade 5, £28,879-£33,882 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 1 to 5 staff, details of which can be found at: <http://www.lboro.ac.uk/services/hr/a-z/conditions-ofservice.html>

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/>

Applications

The closing date for receipt of applications is **to be confirmed**.