

Graduate Opportunities Projects Officers (2x roles) (Fixed term for 2 years)

Job Ref: REQ260730

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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. Our Careers Network (CN) sits within the Students Services department and provides a wide range of advice, guidance, coaching and events for students, graduates and other stakeholders, including new and established 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, Student Life, the Wardens Service and Security. In total, the department employs around 180 staff. Student Services and Careers are 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 Family and Grade: AD5

Job Purpose

To support Careers Network's work experience and opportunity generation activity to maximise graduate outcomes through the generation of meaningful work-based learning opportunities and the comprehensive matching of Loughborough graduates to these roles. This role will focus on the delivery of both UK and international based opportunities for recent graduates as part of the new Graduate Success Academy.

Job Duties

- To support an allocated pipeline of employers, acting in key liaison roles, to generate and sustain meaningful work experience opportunities, including placements, micro-placements, internships, graduate roles and part-time work.
- To support an allocated cohort of 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 and working in partnership with colleagues across Careers to maximise graduate outcomes.

- To meet and report regularly on agreed targets in relation to the number of opportunities generated, matched and filled by Loughborough graduates as part of the new Graduate Success Academy.
- To support and deliver activity designed to promote and enhance graduate engagement and participation in placements and/or other work experience or work-based learning opportunities, e.g., educational programmes and workshops to highlight the value and transferable skills of these types of opportunities.
- To design and deliver a programme of structured marketing activity through new and existing channels (e.g., social media, webpages, internal comms) to promote the benefits of placements, internships and other work experience to prospective employers, helping to raise the profile of Careers Network and increasing engagement from our recent graduates and employers in particular.
- To support, develop and deliver an innovative programme of workshops and training sessions for recent graduates, designed to optimise engagement with meaningful work experience and positively impact on graduate outcomes and APP priorities.
- To work closely with colleagues in the wider Careers Network, particularly the new Graduate Success Team, to explore opportunities to engage more closely with graduate outcomes priorities and for employers to develop further links with key initiatives (e.g., Personal Best 2.0).
- To ensure the efficient promotion of work-based learning opportunities and efficient matching to recent graduates. Including ensuring that relevant work experience policies and procedures are followed to maintain legal compliance and consistency, working with the Work Opportunities and Events team as appropriate.
- To keep accurate records and regular monitoring of all work experience / work-based learning activity to track destination information of Loughborough graduates to maximise positive graduate outcomes and optimise our work in this area.
- To create and develop accurate and engaging work experience information and resources for graduates, employers and staff to encourage engagement with opportunities, including updating and contributing to Personal Best 2.0/Coaching-Led Educational Ecosystem as a Careers Network service-wide initiative.
- To work closely with the wider Careers Network, sharing knowledge of the graduate labour market, graduates' work experience preferences, employer expectations and to support the Graduate Success Team in the successful delivery of the new Academy.
- To keep up to date with relevant labour market information and trends in graduate recruitment to identify the potential for new relationships and to continue to develop services accordingly.
- To undertake any other training, duties, or tasks commensurate with the nature and grade of the post when required by the designated line manager or senior management.

This includes participating in the delivery of drop-in Careers Hubs and Advice appointments as and when deemed appropriate.

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 outlined in the document.

Loughborough University operates a [Dynamic Working](#) policy. Please find the [key principles we work to](#) here. As a student-facing service, Careers Network expects all colleagues to adhere to these as part of their role. While some remote working will be supported (e.g., out of term time / during non-peak periods in particular), it is expected that the majority of your time (e.g., a minimum of 3 days during term-time) will be spent on campus to ensure we successfully meet operational needs, support the team's effectiveness and create and sustain a positive team culture.

Some out of hours work (evening and weekends) may be required but reasonable notice will be provided where this applies.

Organisational Responsibility

Reports to the: Graduate Success Manager

Direct Reports: N/A

Budget Responsibilities: N/A

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working within a client-focused service with strong outcomes 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 recent graduates.	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 the needs of both graduates and employers (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.	1,3
Qualifications	Good educational background, educated to A level or equivalent.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in 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 appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.