



Advertisement

Post Title: Careers and Enterprise Consultant

School/department: Careers, Employability and Entrepreneurship

Hours: Four days a week (30 hours per week) – requests for [flexible working](#) will be considered

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 20335

Salary: starting at £36,333 to £43,155 per annum, pro rata if part time

Placed on: 30 June 2023.

Closing date: 16 July 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: As soon as possible

The mission of the [Careers and Entrepreneurship Team](#) at the University of Sussex is for all of our students to be 'world ready' on graduation. Co-creating with students and academic schools, we deliver engaging careers and entrepreneurship education, information and guidance, alongside a distinctive menu of placements, internships, events and training to help students build skills, experience, confidence and employer connections. We support students from the time they arrive at the University until three years after they graduate.

As one of our Careers and Enterprise Consultants, you will be joining a friendly team of careers professionals, collaborating closely with academic colleagues to help Sussex students develop the skills and experience needed to transition successfully into the job market or postgraduate study on graduation.

You will partner closely with an academic school, liaising with academics and professional services staff, to help enable embedding of employability and enterprise learning into the curriculum in a manner which is appropriate for and sensitive to the discipline cluster. You will also guide and advise students directly, both one-to-one and via group work.

You will engage with local, national and international employers, staying up-to-date with the rapidly evolving graduate labour market and helping connect students to jobs. You will support students from all discipline backgrounds, whilst becoming expert in the career pathways most typical for students within your partner school.

You must be able to swiftly build trust and credibility with an individual, hearing their story and guiding on next steps. Candidates must be comfortable and experienced delivering to groups, and be highly organised and collaborative – able to build strong partnerships with academic colleagues, the Careers and Entrepreneurship Team and our students. We welcome candidates with or without a careers guidance qualification; where needed a qualification will be fully funded.



We warmly welcome candidates from all backgrounds. For informal enquiries, please contact Andy Howard, a.d.howard@sussex.ac.uk.



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Job Description for the post of: **Careers and Enterprise Consultant**

Department	Careers, Employability and Entrepreneurship
Section / Unit / School	Division for the Student Experience
Location	Careers Employability and Entrepreneurship
Grade	7
Responsible to	Employability and Skills Manager

Purpose of the post:

The Careers and Enterprise Consultant will be a key member of the Careers, Employability and Entrepreneurship team and will develop and deliver transformative, high quality employability and entrepreneurship education and learning experiences.

The post holder will empower and support students and recent graduates, fostering a spirit of enterprise, intrapreneurship and social enterprise, and helping them to realise the futures they want.

Reporting to the Careers Employability and Skills Manager, the post holder will:

1. Develop, deliver and evaluate high quality employability and entrepreneurship education for students (including foundation, undergraduate, taught postgraduate and research students) and recent graduates
2. [In most cases] Closely partner one academic school to deliver an engaging, discipline-relevant careers programme, supporting the embedding of employability skills and enterprise learning into the curriculum (NB. This partner school can change from time to time, and careers consultants sometimes partner more than one school.)
3. Facilitate the embedding of employability, entrepreneurial and intrapreneurial skills and activities within and outside of the curriculum, developing and maintaining relationships with colleagues and key stakeholders
4. Informed by our institutional targets, our data and our students' stories, contribute to and undertake impact measurement and evaluation of activities
5. Undertake professional development and contribute to the continuous quality improvement of Careers, Employability and Entrepreneurship.

Job description

- 1. Develop, deliver and evaluate high quality employability and entrepreneurship education for students (including foundation, undergraduate, taught postgraduate and research students) and recent graduates**
 - a. Develop, deliver and evaluate curricular and co-curricular learning activities and resources e.g. workshops, learning and web resources; enabling students to explore, nurture, refine, develop and articulate their employability and entrepreneurship skills
 - b. Support the creation of a tool kit that can be used and adapted to support good practice in embedding the skills of employability, entrepreneurship, and intrapreneurship in the curriculum
 - c. Support the creation of innovative co- and extra-curricular offers of real world learning, including social entrepreneurship and entrepreneurship, to develop and foster an enterprise spirit
 - d. Create focused programmes of activity as part of the Access and Participation plan that will support the progression of specific cohorts

- 2. [In most cases] Closely partner one academic school to deliver an engaging, discipline-relevant careers programme, supporting the embedding of employability skills and enterprise learning into the curriculum (NB. This partner school can change from time to time, and careers consultants sometimes partner more than one school.)**
 - a. Design and deliver an engaging, discipline-relevant extra-curricular programme of support for students in partner school
 - b. Where required, line manage and support the development of one or more student staff ('Connectors') studying in partner school. Partner with Connector/s to understand the needs of students, co-designing activity wherever possible.
 - c. Use relevant management information (e.g. student engagement data, student feedback, Careers Readiness data and Graduate Outcomes data) to measure impact and inform support
 - d. Promote Careers, Employability & Entrepreneurship activity to students and staff in partner school, encouraging students to make effective use of support



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- e. Collaborate closely with academic and professional services colleagues in partner school to support and advise on course review, and embedding activity
- f. Teach (or co-teach) employability and entrepreneurship in the curriculum using discipline-relevant material and approach
- g. Seek opportunities to deliver enterprise education within the curriculum in partner school

3. Facilitate the embedding of employability, entrepreneurship and intrapreneurship within the curriculum, developing and maintaining relationships with colleagues and key stakeholders

- a. Liaise with colleagues and academics in Schools of study to facilitate, advise on and support course review, and the embedding of employability, entrepreneurial and intrapreneurial skills in the curriculum
- b. Collaborate with Careers, Employability and Entrepreneurship colleagues to ensure that employability, entrepreneurial and intrapreneurial activities embed within the curriculum
- c. Develop relationships with entrepreneurs and employers to gather and disseminate more and varied real world opportunities
- d. Work closely with the Business Adviser and Enterprise Officers co-developing resources, training and advice for students and recent graduates, and liaise with colleagues such as:
 - i. Development and Alumni Relations to capitalise on graduate entrepreneurial support and expertise
 - ii. Research and Enterprise, to develop the enterprise offer, exploring and building on potential contributors and sources of funding

4. Informed by our institutional targets, our data and our students' stories, contribute to and undertake impact measurement and evaluation of activities

- a. Informed by data and audit, measure the impact and success of activities, programmes and resources and adapt and refine them
- b. Use relevant management information (e.g. CareerHub data, Careers Readiness Pulse Check and Graduate Outcomes) to inform decisions and prioritise strategy and resources

- c. Work with student co-creators and groups to capture and understand the student voice, in relation to enterprise and employability ambitions and needs

5. Undertake professional development, and contribute to the continuous quality improvement of Careers, Employability and Entrepreneurship

- a. Keep professionally up-to-date, e.g. attending relevant training such as business support agencies, and Association of Graduate Careers Advisory Services (AGCAS) events
- b. Support projects and activities to further develop services for new and existing client groups when required
- c. Contribute to continuous quality and service improvement in line with current University standards and as required by the Head of Careers, Employability and Entrepreneurship
- d. Contribute to university discussions and planning, and disseminate an awareness of local, UK and global employability and entrepreneurship policy and initiatives
- e. Support the professional development of all Careers, Employability and Entrepreneurship colleagues, academics and wider staff - contributing to internal training, particularly developing and leading on employability and entrepreneurship education.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Any other reasonable duty commensurate with the grade of the post
Occasional weekend and evening work will be required of the post holder

Person Specification

SKILLS / ABILITIES

	Essential	Desirable
Group work / teaching facilitation and skills. Able to teach small and large groups	Yes	
Interpersonal skills – able to put others at ease, elicit information and understand their needs	Yes	
Collaboration – able to build strong partnerships with academics and other colleagues	Yes	
One-to-one guidance and advisory skills	Yes	
Cross cultural skills - able to work with people from a range of backgrounds	Yes	
Highly effective written and oral communication skills for a range of audiences including students, alumni, academics and industry professionals	Yes	
Give feedback – able to assess, evaluate and offer feedback to students and graduates with regard to employability and entrepreneurship	Yes	
Team work – able to work with the Careers, Employability and Entrepreneurship team to undertake group projects and keep academic colleagues up to date with entrepreneurship and employability issues	Yes	
Networking – able to build relationships with academics, employers and other relevant parties	Yes	
Organisational and time management skills – able to run multiple projects concurrently and complete projects under pressure and to deadlines	Yes	
Research skills – able to gather relevant entrepreneurial, occupational, educational and graduate labour market information and produce / interpret statistics	Yes	
IT literate with accurate use of MS Office, email and the internet	Yes	

KNOWLEDGE

	Essential	Desirable
Design and development of learning and teaching materials and activities	Yes	
Knowledge of <i>either</i> issues relating to student and graduate employability <i>or</i> entrepreneurial practice and business start-ups	Yes	
Equality and diversity especially in relation to an education and guidance context	Yes	
Theories and research relating to <i>either</i> employability <i>or</i> entrepreneurship		Yes



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Careers and entrepreneurship information resources including web developments		Yes
Knowledge around the implementation of e-learning		Yes
Continuous Quality Improvement and codes of practice e.g. AGCAS and QAA		Yes

EXPERIENCE

	Essential	Desirable
Working with individuals from a range of backgrounds in a client-focused information, advice and guidance context	Yes	
Giving presentations and facilitating group work	Yes	
Experience of business advice, business start-up and entrepreneurship support		Yes
Designing and providing advice on curriculum interventions on the themes of employability and/or entrepreneurship		Yes
Higher Education teaching and learning		Yes
Recruitment and HR practices		Yes

QUALIFICATIONS

	Essential	Desirable
Degree in any discipline	Yes	
Commitment to completing (fully funded) postgraduate careers guidance qualification where not already held	Yes	
Relevant careers guidance qualification (e.g. PG Diploma) OR Relevant HR/recruitment qualification		Yes
Teaching or training qualification		Yes

PERSONAL ATTRIBUTES

	Essential	Desirable
Demonstrable commitment to supporting students from diverse backgrounds	Yes	
Interest in student employability and entrepreneurial skills development	Yes	
A positive attitude and commitment to life-long learning and continuing professional development	Yes	
Ability to develop and contribute to a positive working culture	Yes	



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Demonstrable enthusiasm for student support and enhancing the student experience at the University of Sussex	Yes	
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June 2023