



1 Advertisement

Post Title: Programmes Officer

School/department: Careers and Entrepreneurship

Hours: Full time or part time hours considered up to 36.5 hours per week – requests for [flexible working](#) options will be considered (subject to business need).

Contract: Permanent

Reference 8550

Salary: starting at £30,497 to £34,304 per annum, per annum, pro rata if part time

Placed on: 27 May 2022

Closing date: 24 June 2022 (applications must be received by midnight of the closing date)

Expected Interview date: TBC

Expected start date: ASAP

The Careers and Entrepreneurship team supports students to develop their employability from their arrival at the University to graduation and beyond. Support includes a range of opportunities under our Career Lab programme which is designed to develop students' skills, experience, connections, and confidence throughout their time at Sussex.

We are seeking candidates with experience of planning and delivering projects or programmes. Candidates must have strong organisational, relationship-building and communication skills, a demonstrable commitment to helping University students to develop their employability and a 'can do' drive to deliver despite challenges.

Please contact Andrea Wall, Employer Engagement Manager, at andrea.wall@sussex.ac.uk, for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

Job Description for the post of: Programmes Officer

Division:	Student Experience
Section / Unit School Location:	Careers & Entrepreneurship
Grade:	6
Contract:	Permanent
Responsible to:	Employer Engagement Manager
Responsible for:	Programmes Coordinator, Graduate Outcomes and Career Readiness Officer

Purpose of the Post:

Working closely with the Employer Engagement Manager, the postholder will primarily coordinate the delivery of two schemes: a student consultancy to external organisations and a career mentoring scheme. Both schemes fall under the University's Career Lab Programme. Career Lab is designed to expand and diversify the basket of opportunities available to Sussex students to connect with employers and build skills and real world experience, prioritising students from underrepresented groups. The postholder will also support other Career Lab activities.

Key responsibilities:

1. Coordination

- Guided by the Employer Engagement Manager further develop (with students) and deliver a student consultancy to external organisations
- Guided by the Employer Engagement Manager and in close partnership with Alumni Relations colleagues, further develop (with students) and deliver a career mentoring scheme
- Coordinate delivery and evaluation of both schemes
- Continuously improve and grow both schemes
- Provide coordination and support as needed to other Career Lab activities

2. Develop networks

- Initiate, develop and maintain relationships with employers, alumni, and external providers, facilitating their involvement in Career Lab activities
- Develop and maintain relationships with colleagues within academic schools and central professional services to ensure strong working relationships and a continuous improvement approach to operational delivery
- Work in close partnership with Development and Alumni Relations colleagues to nurture alumni involvement in employer engagement initiatives, particularly student mentoring and consultancy to business

3. Administration

- Develop and maintain procedures within the C&E's management information system to enable smooth process and engagement monitoring for both schemes
- Work with the C&E Communications Officer to produce effective promotional material to attract students to take part in Career Lab activities



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- Maintain up-to-date and accurate records of employer, alumni, and student engagement with student consultancy, mentoring and other Career Lab activities
- Report on engagement with and impact of Career Lab schemes
- Administrate wages to students delivering consultancy
- Undertake any other administrative duties required by the Employer Engagement Manager

4. Delivery of strategic aims

- Work closely with the Employer Engagement Manager and the Head of Careers and Entrepreneurship to design and deliver pilots and other Career Lab activity in line with the strategic aims of the University and Careers & Entrepreneurship
- Support the team to deliver as needed across all activities under the Career Lab programme
- Play an active role in supporting delivery of C&E strategic objectives, particularly where these relate to Employer Engagement Team activities

Person Specification

SKILLS/ABILITIES

	Essential	Desirable
Organisation and planning skills to meet priorities and deadlines, able to coordinate high profile projects working under pressure	Yes	
Networking, able to initiate and develop relationships with employers, alumni, external providers, and University colleagues	Yes	
Proactivity and 'can do' drive to deliver despite inevitable challenges	Yes	
Ability to manage a small number of staff and to work well both within a team environment and independently	Yes	
Oral and written communication skills – able to communicate material about C&E activity in an engaging manner that is understandable to target audiences	Yes	
Ability to analyse and interpret information to support development of C&E strategy	Yes	
Interpersonal and cross cultural skills – able to work with people from a range of backgrounds	Yes	
Numeracy and analytical skills to produce statistics and reporting, and understand and administrate budgets	Yes	
Desk and web-research skills to search and coordinate information from several sources	Yes	
Proofreading, attention to detail and editing skills	Yes	
Presentation skills to small and large audiences	Yes	

KNOWLEDGE

	Essential	Desirable
Equality and diversity especially in relation to the provision of employability development activity		Yes
Knowledge of effective methods of communicating with students and of obtaining feedback		Yes
Graduate labour market knowledge and knowledge of graduate employer selection and recruitment practices		Yes

EXPERIENCE



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	Essential	Desirable
Experience of planning, delivering, and evaluating projects or programmes	Yes	
Experience in delivering successful outputs to a target	Yes	
Experience of the complexities of collaborative working with multiple stakeholders and organisations	Yes	
Experience of working with or for University students		Yes
Experience of line management or staff supervision		Yes
Experience of working in a Higher Education environment		Yes

QUALIFICATIONS

	Essential	Desirable
Degree in any discipline	Yes	
Relevant professional qualification		Yes
Membership of a relevant industry body		Yes

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
A 'can-do' attitude	Yes	
Empathy with students and graduates in higher education	Yes	
Commitment to lifelong learning and continuing professional development	Yes	
Demonstrable enthusiasm for C&E's aims	Yes	
Committed to high standard of service to students, graduates, employers, and University staff	Yes	