



1 Advertisement

Post Title: Programmes Coordinator

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: 9397

Salary: starting at £27,131 to £31,411 per annum, pro rata if part time

Placed on: 08 September 2022

Closing date: 05 October 2022. Applications must be received by midnight of the closing date.

Expected Interview date: 14 October 2022

Expected start date: ASAP

The mission of the Careers and Entrepreneurship Team at the University of Sussex is for our students to be 'world ready' on graduation. We deliver engaging careers and entrepreneurship education and information, alongside a distinctive menu of placements, internships, and events. We co-design our services with students and colleagues across the University to ensure it is effective, guiding students, and enabling access to skills-building, real world experience and employer connections. We support students from the time they arrive at the University until three years after they graduate.

The Programmes Coordinator will be a crucial member of the Careers and Entrepreneurship team, coordinating and supporting expansion of our innovative Career Lab programme.

Career Lab is designed to expand and diversify the basket of opportunities available to Sussex students to connect with employers, and to build skills and real world experience, prioritising students from underrepresented groups. The postholder will also support other employer engagement activities.

We are seeking a proactive, highly organised candidate, who is excited by the opportunity to initiate and develop relationships with employers, engaging them in career-transforming opportunities for Sussex students.

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

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.

2. The Student Experience Division

Student Experience provides a range of support services focused on improving the student experience, both directly to students and to colleagues in Schools and Departments. Further information is available at:

<http://www.sussex.ac.uk/schoolsandservices/professionalservices/student-experience>

Careers and Entrepreneurship

The Careers and Entrepreneurship team delivers engaging careers and entrepreneurship education and information, alongside a distinctive menu of placements, internships and events. The team guides students, enabling access to skills-building, real world experience and employer connections. Further information is available at: <http://www.sussex.ac.uk/careers/>

3. Job Description

Post: Programmes Coordinator

Department: Careers and Entrepreneurship

Section/Unit/School: Student Experience

Location: The Library

Grade: 5

Responsible to: Programmes Officer

Responsible for: Career Lab Student Connectors

Purpose of the Post:

Supported by the Programmes Officer and Employer Engagement Manager, the postholder will help to coordinate student opportunities under the Careers and Entrepreneurship'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 employer engagement activities.

Key responsibilities:

1. Coordination

- Supported by the Programmes Officer and Employer Engagement Manager, help to coordinate opportunities for students under the Career Lab Programme. Such opportunities include internships, skills training, student consultancy and the career mentoring scheme.
- Take on elements of Career Lab to coordinate autonomously as required by the Programmes Officer or Employer Engagement Manager

- Support the Programmes Officer and Employer Engagement Manager to evaluate Career Lab activity
- Support the Programmes Officer and Employer Engagement Manager to continuously improve and scale the Career Lab Programme
- Provide coordination and support as needed to other employer engagement 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 internal colleagues, such as Students' Union and Alumni Relations teams, working with them to promote Career Lab effectively to students and graduates
- Seek out new opportunities via networks to communicate Career Lab opportunities to underrepresented groups

3. Communication

- Work with Careers and Entrepreneurship colleagues, including the Career Lab Student Connectors, to produce effective promotional material to attract students to take part in Career Lab and other employer engagement activities
- Support planning and delivery of student information sessions, working with events colleagues and the Career Lab Student Connectors
- Act as point of contact for student enquiries (for example, monitoring email inboxes)
- Supported by the Programmes Officer and Employer Engagement Manager, provide and maintain online Career Lab content

4. Administration

- Administrate procedures within the Careers and Entrepreneurship's management information system to enable smooth process and engagement monitoring for Career Lab and other employer engagement activities
- Maintain up-to-date and accurate records of employer, alumni and student engagement with Career Lab and other employer engagement activities
- Extract regular student engagement reports from the Careers and Entrepreneurship management information system to inform Career Lab and employer engagement activity
- Administrate living expense payments to students
- Undertake any other administrative duties required by the Programmes Officer or Employer Engagement Manager

4. Person Specification

SKILLS/ABILITIES

	Essential	Desirable
Organisation skills to meet priorities and deadlines, able to coordinate activity and sometimes work under time 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	Yes	

challenges		
Oral and written communication skills – able to communicate material about Careers & Entrepreneurship activity in an engaging manner for a range of audiences	Yes	
Interpersonal and cross-cultural skills – able to work with people from a range of backgrounds	Yes	
System administration skills – comfortable extracting data from a database and administrating minor system changes	Yes	
Desk research skills to uncover new potential external partners	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

	Essential	Desirable
Experience of coordinating a project, event, or programme	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 working in a Higher Education environment		Yes

QUALIFICATIONS

	Essential	Desirable
Degree in any discipline	Yes	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
A 'can-do' attitude	Yes	
Empathy with students and graduates in higher education	Yes	
Commitment to continuing professional development	Yes	
Demonstrable enthusiasm for Careers & Entrepreneurship's aims and the remit of the Career Lab programme	Yes	
Committed to high standard of service to students, graduates, employers, and University staff	Yes	