



European Union

European
Social Fund

UNIVERSITY OF DERBY

JOB DESCRIPTION



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of **DERBY**

JOB TITLE	ESF Graduate Assistant (fixed term to December 2020)		
DEPARTMENT / COLLEGE	Centre for Student Life		
LOCATION	Kedleston Road, Derby, DE22 1GB		
JOB NUMBER	0241-19	SALARY	£16,643 - £18,132 per annum
REPORTS TO	D2N2 Engagement Manager		

Role Summary

The University of Derby has been awarded European Social Funding (ESF) for an ESF Higher Level Skills project: Grads for D2N2. This is an exciting collaboration between the Derby College, Nottingham City Council, Nottingham College, University of Derby and Vision West Nottinghamshire College, and NTU.

ESF Grads for D2N2 will offer a range of opportunities and initiatives to strengthen partnerships and co-operation between SMEs and education and skills providers to improve the labour market relevance within the D2N2 education and training system and strengthened vocational education.

We are now looking for an ESF Graduate Assistant; this is a fixed term role until December 2020 and is suitable for a recent University of Derby graduate. The role offers the successful candidate a challenging and exciting experience at the heart of the European Social Fund project. You will support the project by assisting with the handling and recruitment of internships, promoting the opportunities to students and graduates, in addition to capturing the outcomes.

This post is fully funded by the European Social Fund.

Principal Accountabilities

- Work as part of the larger ESF project team to increase engagement with recent graduates and current finalists as part of the Driven project.
- Assist with the handling and recruitment for SME vacancies for internships, work experience and graduate internships as part of the project; record, promote and track progress and capture outcomes.
- Support with the collation of feedback and case studies of the internships and transform them into copy, visual and video content for use in promoting CES and our activities through social media and our website.
- Work with the Graduate Relations Officer to support in identifying and tracking recent graduates and current finalists to ascertain current and expected graduate destinations.
- Contribute to the planning and delivery of a comprehensive portfolio of events including the central Careers and Volunteering Fair, Gradfest, Internship launch and other specific events offering a student perspective to inform the team on promotion of these events and opportunities.
- Contribute to the development of alumni engagement and communication strategies to promote the project
- Take a lead with developing an effective social media strategy for the project, contributing to accounts to promote ESF and CES services to graduates and existing students.
- Accompany Engagement Officers on employer visits and to networking opportunities and events, supporting to identify potential leads for future relationships.
- To support the Market Intelligence Analyst to research and develop labour market information to disseminate to colleagues and alert the team of potential leads and opportunities
- To establish and maintain contact with target groups of students and individuals in order to raise awareness of opportunities.

This is not a complete list of duties and responsibilities, the post-holder may be required to undertake other duties commensurate with the level and skills/qualification of this role.

Person Specification

1. Essential Criteria

Qualifications

- Recent graduate of the University of Derby.
- IT literacy, including familiarity with Microsoft Office packages.

Experience

- Administration experience including data input.
- Experience in telephone, reception or customer services work.
- Experience of using various social media platforms.

Skills, knowledge and abilities

- Strong communication skills, especially over the phone and in written communications.
- Ability to network effectively and work across teams.
- Strong organisation skills with a methodical approach to workload.
- Ability to work on own initiative and prioritise workloads.
- Professional approach when working with academics, students, colleagues and the business community.
- Proactive and keen to develop skills and knowledge.
- Excellent attention to detail and ability to follow procedures.
- Commitment to providing outstanding customer service and continuous quality improvement.

Business Requirements

- Occasional cross campus travel.
- Able to offer a flexible approach to working i.e. occasional evening work and weekends.

2. Desirable Criteria

- An understanding of the graduate labour market.
- Experience of working in a business-to-business setting.
- Experience of working directly with students / learners.
- Experience of working in a Higher/Further Education administrative environment.

Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

<https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230>