

Skills & Employability Lead

Job Description

The Role

Job title:	Skills & Employability Lead
Department:	Academic Services
Responsible to:	Head of Enterprise and Employability
Location:	RAU Campus, Cirencester
Salary:	Grade 7: based on £34,610 - £41,064 (pro-rata) dependent on experience
Term:	Permanent, part-time (0.4 FTE – 2 days per week)
Relationships with:	Student, academic and professional services staff, employers, alumni, and sector bodies.

Purpose

The postholder will support students and recent graduates to build the skills, knowledge and confidence needed for successful career progression. This role is central to strengthening the University's employability provision and supporting strategic priorities including Graduate Outcomes, student success and widening participation.

The role holder will be responsible for the following;

- Providing high-quality careers guidance and coaching to students and recent graduates.
- Supporting students to understand their skills, workplace preferences and career options.
- Promoting and supporting the employability activities and initiatives available throughout the applicant and student journey.
- Recording and maintaining accurate data in relation to student engagement and progression.

The work of the Skills & Employability Lead will be cyclical in nature, in line with the university calendar. Careers guidance and coaching and student support will be prioritised during semester time – the semester breaks will focus on forward planning, and progressing and promoting the University's employability initiatives.

Key Responsibilities

1. Career Guidance & Coaching

- Deliver one-to-one and groups careers guidance and coaching sessions to students. This will include guiding and encouraging students to fulfil their career aspirations and potential aligned to their workplace personalities and skills profile.
- Proactively support students to access the hidden job market to secure both placement and graduate roles not proactively advertised, as part of an innovative and responsive approach to career guidance.
- Provide guidance on modern professional showcasing e.g. digital portfolios, CVs, tailored applications and digital badges.

2. Career Education & Employability Skills

- Identify, develop and deliver employability skill workshops to students on both an extra-curricular basis and as part of taught modules. For example, workshops on transferable skills, confidence building, professional identity and reflective practice.
- Deliver career related presentations as part of the Universities outreach activities with schools.
- Work with colleagues in the Enterprise and Employability team to analyse and disseminate labour market intelligence to students and staff as appropriate.

3. Collaboration and Partnership Development

- Develop and maintain effective working relationships with key stakeholders, both internally and externally including academics, professional service staff and delivery partners.
- Support integration of employability into the curriculum where appropriate.
- To increase impact of our service by encouraging and supporting students to achieve a successful future outcome in line with our widening participation agenda.
- To support the Head of Enterprise and Employability to embed the Skills Discovery Platform into applicant, induction and ongoing student development journeys, ensuring students understand and can use insights from workplace personalities and skills profiles to support their progression planning.

4. Promotion & Communications

- Produce and disseminate promotional materials (print and digital) highlighting employability initiatives as well as student and alumni success stories.
- Ensure all materials align with University branding and messaging and content meets accessibility and inclusivity standards
- Work closely with colleagues in External Relations to include our employability activities, data and success stories in recruitment activities including marketing materials, open days and offer holder days.
- Ensure outcomes, skill development and employer partnerships are communicated to help attract applicants.
- Be responsible for promoting the Graduate Outcomes Survey to final year students and recent graduates in line with promotional guidance from HESA.

5. Data, Reporting & Continuous Improvement

- Maintain accurate records of student engagement, activities and outcomes to measure impact and reach using relevant CRM such as TargetConnect.
- Use data such as Self-Registration, Leavers' survey and Graduate Outcomes to inform decisions relating to the design and delivery of employability activities.
- Contribute to regular team reviews, using data and feedback to enhance the service.
- Share good practice and make recommendations to improve employability and professional skill provision across the University.
- Provide clear insights into UK and regional skills shortages within sectors aligned to the RAU courses.

6. Professional Development & Representation

- Engage in relevant training and professional development to maintain knowledge of best practice in careers.
- Act as an ambassador by attending external meetings and national conferences to actively network and promote the University and its students.
- Stay informed about how early careers are evolving across our specialist disciplines, including the impact of AI, automation and technological advancement.

7. Undertake other duties as reasonably requested by the Head of Department. This will include supporting colleagues in the Enterprise and Employability team and due to the nature of our social enterprise project, may include heavy lifting at times.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Qualifications	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation
Degree-level education or equivalent professional experience	E	A
Postgraduate qualification in Careers or similar	E	A

Knowledge, Skills & Experience	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation
Excellent IT skills - knowledge of MS Office including Access and Excel	E	A, B, C
Knowledge of Graduate Attributes and employability in relation to University students.	E	A, B
Strong interpersonal and communication skills	E	B, C
Ability to work collaboratively across teams and with external partners	E	B
Experience of developing and delivering careers and employability learning sessions	E	A, B
Membership of relevant professional body	D	A, B
Experience of data analysis with strong attention to detail.	D	A, B, C
Knowledge and understanding of VLEs	D	A, B
An interest in and knowledge of the changing economic landscape and future opportunities for students and graduates, particularly in the rural sector.	D	A, B, C
Knowledge of HE Sector employability frameworks (AGCAS, QAA, OfS Access & Participation)	D	A, B, C

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Katy Duke, Head of Enterprise & Employability:
Katherine.Duke@rau.ac.uk
- **Closing date:** 22nd March 2026 with **Interviews on:** 10th April 2026
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to Human.Resources@rau.ac.uk so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.