

# Enterprise & Employability Administrator

## Job Description

### The Role

<b>Job title:</b>	Enterprise & Employability Administrator
<b>Department:</b>	Academic Services
<b>Responsible to:</b>	Head of Enterprise and Employability
<b>Location:</b>	Cirencester
<b>Salary:</b>	Grade 4: £20,092- £23,487 per annum
<b>Term:</b>	Full-time, permanent
<b>Relationships with:</b>	Academic Services teams, Students, Academic staff including placement supervisors, other professional service teams at the university, external stakeholders including businesses.

### Purpose

The post holder will provide general administration and event organisation support to the Enterprise and Employability team within Academic Services including the administration of student placements, updating the university jobs portal, supporting the planning, running and promotion of Enterprise and Employability events and activities, as well as general administrative duties (scheduling meetings, raising purchase orders, note taking etc.), for the team and the RAU's social enterprises Cotswold Hills wine and Muddy Wellies Ale.

### Key Responsibilities

#### 1. Provide administrative support to the Enterprise and Employability team.

To undertake a range of administrative support, including responding to enquiries (internal and external) which may be via face-to-face, telephone or email, scheduling appointments, raising purchase orders, taking notes, recording stock levels and sales for the social enterprises as well as recording and providing data, as required.

#### 2. Placement administration.

To act as a central point of contact for placements for students, employers and academic staff. Co-ordinate the annual cycle of matching students with placement providers, ensuring

that the placement database is kept up to date, risk assessments are undertaken and keeping track of students as they prepare for and participate in placements.

### **3. Event co-ordination and administration.**

Organisation of Enterprise and Employability events including (but not limited to) the Wednesday workshop series, expert sessions, social enterprise trade stands and supporting with the annual career fairs, as well as guest speaker sessions.

### **4. Ensuring the Jobs Portal is up to date.**

Liaising with employers regarding advertising vacancies on the RAU Online Jobs Portal and ensuring vacancies are uploaded and promoted in a timely and efficient manner.

### **5. Promotion of Enterprise and Employability activities and events.**

To ensure that the initiatives, activities and events of the Enterprise and Employability team are visible on campus and online, this may be via printed material, face to face promotion, or online including (but not limited to) social media, emails, campus screens and Gateway.

### **6. Recordkeeping.**

To work closely with team members to record usage of services and attendance at events, and supporting the monitoring and evaluation of our services.

### **7. Other.**

To provide cover, when required, of the Student Hub desk and to undertake such tasks as may be requested, in support of the wider Academic Services Department.

## **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.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		
Good standard of education to GCE A Level or equivalent.	E	A
<b>Knowledge, Experience and Skills:</b>		
Strong organisational and administrative skills, with an eye for detail, good time management skills and ability to prioritise tasks effectively and be proactive in progressing tasks and service developments using own initiative.	E	A, B
Excellent communication and presentation skills, written and verbal, with the ability to communicate confidently over the phone, via email and face to face to stakeholders at various levels of operations and management.	E	A, B, C
High level of competence in the IT Office suite and social media applications	E	A, B, C
Experience of creating promotional material for online, print or social media	D	A, B
Proactive in approach and able to use own initiative	D	A, B
Experience and knowledge of the Higher Education sector and issues relating to the enterprise and employability agenda	D	A, B

## Application Procedure

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

- University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://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](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- **Closing date:** 2 February 2022 with **Interviews on:** 10 February 2022.
- 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 under-represented within the RAU at this level**

