



**Job Title:** Project Co-ordinator  
**Grade:** 5  
**Salary:** £22,847 to £27,116 per annum  
**Department:** Career Development Service  
**Hours/Contract:** Full time, permanent  
**Job Family:** Management and Administration  
**Reference:** 3860

## Role Purpose

The overall purpose of the role is to prepare and support students to obtain significant work-related experiences, in line with the Career Development Service’s strategy. This role will focus on co-ordinating work experience activities, which includes placement preparation modules; work related learning modules; managed internship programmes; and career fair activities. The role will be responsible for collating data and feedback to support with evaluation of the quality and effectiveness of work experience activities. The post holder will design and deliver work experience activities and other employability related workshops and initiatives.

To support students with securing significant work-related experiences, this role will relationship manage external stakeholders (e.g. employers), and will also offer ongoing advice and support to a range of internal stakeholders across the institution (e.g. students, placement tutors, professional services teams etc.)

## Main Duties and Responsibilities

- Proactively relationship manage employers in order to facilitate significant work-related experiences for students. Act as a third party between student and employers, and where required support employers with the management of their vacancies and the recruitment and selection of students. Provide advice and guidance on processes and requirements of employers including advertising opportunities and supporting students with assessments.
- Lead, coordinate and evaluate assigned projects, programmes and service initiatives as directed by your line manager.
- Co-ordinate work experience activities for placements and internships as requested by your line manager, with responsibility for all operational aspects of curricula and extra-curricular activities, including, but not limited to: design, delivery, virtual learning environments, assessment and feedback, timetabling, stakeholder communications and evaluation.
- Provide a wide range of administrative support to the Placements team, including; management of team email accounts, stakeholder marketing, scheduling meetings, resource planning, developing papers, as well as maintenance of team processes, databases and spreadsheets.
- Coordinate and support with the delivery of other specialist programmes and interventions, such as work related learning modules and co-curricular departmental initiatives, following direction from your line Manager.

Carry out any other duties appropriate, including one-to-one student careers appointments and delivery of workshops, as directed by your line manager, to achieve team objectives in line with The Career Development Service.

## Internal and External Relationships





- Building and maintaining relationships with external organisations, placement staff and departments
- Working collaboratively with colleagues across the University within Student and Academic Services
- Providing exemplary customer service to staff and students of the University

**Planning and Organising**

- All tasks and projects to ensure all work is completed on time and to the required standard
- Support the planning and preparation required for workshops, events and experiences
- Delivery plans and schedules to meet the needs of all assigned projects and delivery
- Events/Activities in conjunction with The Career Development Service strategy
- Internal meetings with the Placements team, career development service, wider university staff and other relevant networks
- External meetings with employers, service providers and other Higher Educations Institutions

**Qualifications, Knowledge and Experience**

**Essential**

- Educated to A level or equivalent or previous equivalent experience in a comparable role\*
- Experience of teaching/delivering workshops or training and development programmes in Higher Education or a similar relevant context (e.g. HR, recruitment, teaching)\*
- Experience of delivering student support for employment.
- Experience of carrying out a wide range of administrative duties to a high quality standard\*
- Experience of working with IT applications, including Microsoft Office
- Good knowledge of the graduate recruitment/labour market and the employability issues and challenges students and graduates face\*
- Track record of working collaboratively and problem solving to reconcile the needs of different stakeholders
- Comfortable in a target driven and result orientated environment.

**Desirable**

- Educated to degree level or equivalent
- Experience of working in an industry based HR/talent development/ recruitment role
- Experience of working with large groups of people/students (approx.100-300 delegates)
- Experience of working with students within Higher Education
- Experience of designing learning material for workshops or equivalent
- Experience of managing multiple projects/tasks

**Skills, Abilities and Competencies**

**Essential**





- Excellent presentation skills, with the ability to engage a wide range of audiences\*
- Ability to engage, coach and motivate students in matters relating to employability.
- Ability to work as part of a team and build relationships with team members, colleagues from across the University and external stakeholders\*
- Excellent verbal and written communication skills; with an ability to converse and network with a wide range of stakeholders, including students, academic and professional services staff, and employers
- Excellent organisation and planning skills, with demonstrated experience of working with a high level of attention to detail
- The ability to manage own time effectively, working towards a number of deadlines within a fast paced environment\*
- Ability to use own initiative to resolve issues independently and use own judgement to identify issues that require referral to the line manager\*
- Competent IT skills, including Microsoft Office applications

### Desirable

- Competent use of virtual learning environments
- A willingness and ability to work evenings and weekends, where required.

***\*Criteria to be used in shortlisting candidates for interview***

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

