Careers Officer (Widening Participation)
Careers and Placements, Student and Academic Services

Closing date: 2 September 2018
Interview date: 25 September 2018
Vacancy reference: 6928
Developing employability is an essential feature of the offer the University of York makes to its current and prospective students. The Careers and Placements department provide a range of opportunities to help students acquire work experiences, personal development and careers support. Combining elements of information and guidance, access to opportunities and activities that build self-awareness and career direction, the offer made by the University to its students is both comprehensive and effective in supporting progress toward a graduate destination.

However, the employability development needs of students are not all the same. Students from backgrounds where they are the first of their family to attend University and/or come from areas of traditionally low participation in higher education may lack career knowledge, expectations and aspirations. Other factors such as ethnicity and disability may also impact on the employability needs of a student. There is therefore a need to ensure that students from these backgrounds are fully aware of the advantages of engaging with opportunities to develop their employability and access the networks and contacts provided by the University for this purpose. In most cases, the employability offer made to all York’s students is effective for those from any background, provided of course that they are familiar with its value and are motivated to engage with it. In some cases particular provision for students from widening participation backgrounds will need to be provided in an appropriate manner that emphasises access to opportunity.

The University of York is particularly effective at attracting talented students from state sector schools and offers employers access to a diverse and well prepared pool of potential candidates. This role will play an important role in ensuring that all York’s students can take their place in this pool with equal confidence and preparedness.
Main purpose of the role

Working within the Careers and Placements Team the post holder will take responsibility for delivering a range of activities and initiatives to ensure that the employability offer at the University of York is equally accessible and beneficial for all students, regardless of their background. They will be involved in the design and delivery of activities to specifically support students from widening participation backgrounds to better enable them to build their employability. They will also organise and deliver interventions to address various aspects of social mobility, diversity and inclusion, monitor the progress of students taking part and evaluate the impact.

These interventions will include the implementation of the York Futures Scholarships programme to support students to build ambitious career plans and then provide the resources to help them realise them. They will work on a one-to-one and small group basis with students to advise and support them on development and networking options available within the University, signposting to relevant expertise and other services as required. They will be involved in new initiatives to develop mechanisms for better measuring student progression and learning related to employability, providing senior management with meaningful data on the impact of activities on eventual graduate outcomes.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Administer the York Futures Scholarship programme in collaboration with colleagues from the Office of Philanthropic Partnerships and Alumni (OPPA), including regularly reviewing the award criteria, managing the application and assessment period and the subsequent monitoring of impact

- Delivering information to prospective and current students, graduates and researchers of all disciplines, particularly those who are under represented at the University or who may have protected characteristics, including individual careers information application and interview support, mock interviews and delivery of workshops

- Analyse data and surveys to monitor the career readiness and eventual outcomes for students in target groups

- Identifying good practice in careers support in the field of widening participation which can be adopted from across the University and the wider UK context to provide support and guidance to colleagues

- Improving student engagement with Student Careers and Placements with particular responsibility for the Student Careers website in relation to information for students from under represented backgrounds or those with protected characteristics

- Manage messaging to target groups through social media and promotional materials

- Develop information and learning resources for use by colleagues

- Represent employability at the University of York at relevant meetings and forums, such as during school and college visits, relevant conferences and Open Days

- Contribute time and expertise to the range of projects that arise across the Careers and Placements team
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A levels or NVQ level 3, or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Undergraduate degree</td>
<td>Desirable</td>
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<tr>
<td>Coaching or careers guidance qualification (or working toward)</td>
<td>Desirable</td>
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### Knowledge

- An understanding of higher education and the issues impacting on student employability; **Essential**
- Understanding of social media and how it can be used effectively to engage students/graduates and employers; **Essential**
- Knowledge of labour market trends, employer expectations and the occupational, training and learning opportunities open to graduates **Desirable**
- Understanding of the issues surrounding widening participation and social mobility **Desirable**

### Skills, abilities and competencies

- Excellent written and oral communication skills and the ability to adapt to a diverse range of client groups; **Essential**
- The ability to prioritise and organise your own workload with experience of successfully delivering multiple projects to deadlines; **Essential**
- The ability to work collaboratively with a range of stakeholders. **Essential**
- The ability to analyse data and information for future planning **Essential**
- IT skills including experience of applications including Microsoft Word, Excel, internet and email **Essential**
- Ability to design and deliver training activities and work with groups **Desirable**
- Ability to design and develop learning information and resources for use by others **Desirable**

### Experience

- Experience of project management OR Experience of managing a project and associated administration from start to finish **Essential**
- Experience of working with students, and particularly those groups identified as Widening Participation **Essential**
- Experience of working with data **Essential**
- Experience of working on employability issues **Desirable**
- Experience of developing information materials and web content; **Desirable**
- Experience of measuring/assessing the impact of initiatives **Desirable**

### Personal attributes

- Excellent interpersonal skills **Essential**
- Interest and commitment to supporting student employability **Essential**
- Commitment to seeking out and identifying good practice in the sector **Desirable**
- Willingness to work across teams, supporting others in their objectives as well as delivering their own **Desirable**
- Willingness to undertake work outside of core work hours where required (e.g. weekend Open Days) **Essential**
The University of York is committed to an ambitious strategy that includes a strong emphasis on enhancing our students’ employability in measurable terms. We want all of our students to leave York equipped to make their mark on society and for the University to be recognised nationally and internationally as a seedbed for talented graduates offering a valuable contribution to the world.

The overarching aim of our Student Employability Strategy is that by 2022 York will feature in the top ten of all league tables for employment outcomes.

The Careers Department is a member of AGCAS (The Association of Graduate Careers Advisory Services) and works to these professional standards. It comprises a number of areas of work:

- **Careers Education, Advice and Guidance.** Delivered by qualified Careers Consultants who provide services to students centrally, and bespoke services to students in a caseload of academic departments. They work with students individually and in groups and provide professional input into the quality of the online advice and information provision that supports informed career decision-making. Their knowledge of the needs and aspirations of students in their caseload, coupled with their insight into their students’ academic programmes equips them to support departments in exploring ways in which the curriculum can enhance student employability.

- **Experiential Learning.** Careers and Placements offer a portfolio of opportunities for students to engage in work-based and work-related learning alongside their studies, including enterprise education, volunteering and working with local and national businesses. It evaluates and continually improves these interventions and seeks to ensure that students reflect on them through recognition and reward systems called the York Award. Careers have an extensive range of relationships with regional enterprise and community networks to ensure that students access a wide range of work-based opportunities for career learning and development. Careers also manage a University-wide placement programme for those students interested in taking a year of work experience as part of their degree without the formal option to access this through their academic department.

- **Employer Engagement.** The University has strong links with graduate and placement recruiters and seeks to increase opportunities for student access to employers through a growing employer events programme, including fairs, employer-led workshops and networking opportunities. We are also increasing the number of opportunities we advertise including graduate positions, internships, yearlong placements and term-time work.

- **Student Engagement and Information.** Careers also seek for promoting the range of resources and messages it offers so that students can engage and benefit from them. There is an extensive collection of online careers information/resources available to students to support informed career decision-making and job hunting. Information staff also provide one-to-one support to students through appointments and query-handling.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6928
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 2 September 2018

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to Irena Zientek on 01904 332939

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835