

JOB DESCRIPTION

EMPLOYABILITY

Job title: Talent Coach

Grade: Grade 4

Responsible to: Head of Employability

Date: December 2018

Job purpose: The post holder will provide front-line IAG delivery to students and graduates on an individual and group basis including one-to-one interviews, large group presentations, interactive workshops and webinars. In addition, the post holder will be expected to promote activities and to produce high quality and engaging online careers resources. Fully supporting the wider Employability objectives, initiatives and collaborative working when required.

Main duties and responsibilities

1. To organise, plan, deliver and promote a termly programme of employability and enterprise related presentations, interactive workshops and activities to students; working closely with the Career Zone Co-ordinator, career consultants, academic departments and the SU.
2. Under the direction of the Head of Employability, be responsible for producing first class and innovative online careers resources ensuring they are developmental, progressive and are in line with the student voice and best practice.
3. Gathering, analysing and responding to feedback in order to ensure activities are effective, this should include conducting student focus groups and surveys to establish future/changing needs.
4. To actively target IAG interventions to specific groups of students including WP and graduates who are unemployed or in under-employment.
5. To provide high quality, effective and outcome focussed careers information, advice and coaching in person, over the telephone/ skype and via e-guidance
6. To manage own appointment system and to routinely review and report on engagement data and make appropriate adjustments/changes. For example, establish optimum times to offer appointments and workshops, identify most popular sessions etc.
7. Under the direction of the Head of Employability be the main link with the Exeter University in order to organise and plan strategically identified events and projects.

8. Contribute expertise and support across a range of initiatives to support the growth of the careers service and wider department.
9. Provide support as required to other members of the wider department team.

General duties and responsibilities

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title: Talent Coach

Attributes	Requirements
Education and qualifications	<p>Educated to degree level or equivalent work based experience in a relevant field.</p> <p>Qualification in careers guidance (e.g. Diploma in Careers Guidance or AGCAS Diploma in Careers Guidance in HE) or related field; achieved or working towards - <i>desirable</i></p>
Experience and knowledge	<p>Recent and relevant experience of providing one to one appointments in an educational setting, preferably gained in; careers, training, recruitment, HR or other related advisory roles.</p> <p>Possess an excellent track record in designing and producing professional resources which should include; experience of devising and delivering interactive presentations and workshops to small and large groups, webinars, full range of online resources</p> <p>Ability to articulate a full understanding of the employability issues and challenges that students and graduates face in the creative industries.</p>
Skills and personal requirements	<p>Able to work independently and proactively as part of a team</p> <p>Excellent interpersonal skills with the ability to deal effectively with a range of stakeholders.</p> <p>Excellent written skills, strong IT skills, including Microsoft applications</p> <p>Results orientated with a strong work ethic and professional manner with the ability to work under pressure to strict deadlines</p> <p>Excellent written skills, good IT skills, including Microsoft applications</p> <p>Adaptable, creative, innovative, with an interest in social media</p> <p>Clear understanding and commitment to the direction of the Employability Service and enhancing the career readiness of students and graduates</p>

	Willingness to vary hours of work to suit the needs of the business including possible evening and weekend working
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