

## Skills Development Co-ordinator

As the Skills Development Co-ordinator, you will work with the Peer Support Manager to develop workshops and online training for students, with a focus on Student Leaders, including committee members and representatives.

You will lead a project team developing a suite of online training for our student leaders. Topics will include finance and budgeting, event management and inclusivity. You will build the training modules, collate information from the project team and use student feedback to improve modules.

You will also be responsible for recruiting, training and providing ongoing support and recognition for a team of student trainers, who deliver peer-led skills workshops open to all students.

We are looking for a creative and enthusiastic individual with a drive to help students to develop their skills while they are at University. You will have experience of developing and delivering interactive and engaging training to a wide range of audiences using different training methods. You will also have experience of producing multimedia resources or have the ability to quickly learn new software.

This role sits within the Peer Support Department in the Students' Union. We offer competitive salaries, a vibrant and fun working environment and flexible working to enable your work-life balance. More than just a "job", this is an opportunity for committed and ambitious people to help shape our organisation and the lives of the students we represent. Our staff enjoy a safe and pleasant working environment, with a variety of benefits. Join us and be part of our story!

### Salary

Starting from £26,715, rising to £32,817

Grade 6

**Closing date**

Thursday 19<sup>th</sup> March 2020

**Interview date**

Thursday 2<sup>nd</sup> April 2020

**Applications**

Apply online here: <https://www.bath.ac.uk/jobs/Vacancy.aspx?ref=CC7526>

For any informal enquiries about the role please contact Sam Cook, Peer Support Manager, on [sjc216@bath.ac.uk](mailto:sjc216@bath.ac.uk), however, please ensure that your application is submitted via the University website.

The full job description and person specification can be found overleaf.

## Job Description

<b>Job title:</b>	Skills Development Co-ordinator
<b>Department/School:</b>	The SU Bath
<b>Grade:</b>	6
<b>Location:</b>	University of Bath Premises

### Job purpose

This role is responsible for ensuring all students have the opportunity to develop new skills whilst they are studying at Bath. The role will also develop and coordinate online training modules for key skills, focusing on the needs of Student Leaders, including society and sports club committee members, academic reps, PAL Leaders and other student volunteers.

This role supports the Student Trainer team who deliver a range of free, peer to peer skills training courses to all students.

### Source and nature of management provided

Responsible to the Peer Support Manager.

As Student Development is a key area of The SU's aims the role will work with a Steering Group with guidance from the Deputy Chief Executive.

### Staff management responsibility

2x Peer Support Administrators

**Special conditions**

Will be required to work occasional evenings for events or training which can be reclaimed as TOIL.

## Main duties and responsibilities

**Develop online training modules**

This will include facilitating SU staff-led working groups to identify training needs and content required for each module; sourcing external organisation(s) to support development of the modules; gathering student feedback; promoting the modules to the relevant students; using tools to monitor and administer the modules; develop completion monitoring; producing reports for board of trustees and project sponsors. Other duties may arise as the project develops.

**Support Student Leaders in key roles across the University and The SU**

Working with all SU staff, develop and monitor the Student Leader strategy; ensure all training and resources are fit for purpose; promote and evaluate training sessions; monitor attendance and completion of training.

**Support & Develop the SU Student Training team**

Lead the recruitment, training, support and development of a team of Student Trainers to deliver skills training sessions throughout the year.

**Develop a varied programme of training sessions**

Develop a varied programme of training to develop students at all levels of study at the university, using student feedback and networking with colleagues to identify skills gaps and fulfil strategic plans for the SU or University.

**Deliver training**

Deliver train the train activities to help colleagues develop their training. Facilitate training sessions for Student Leaders.

**General Duties**

Be an active member of the Peer Support Team, including supporting Student Leaders, observing sessions and facilitating debriefs where necessary.

**Financial Management**

Responsibility for the Skills Training budget, including project funding. Identify opportunities for sponsorship and/or partnership working.

**Staff Management**

Provide line management to administrators in line with HR's policies.

**Report Writing**

Produce regular reports as required to senior management and project sponsors, including evaluations and recommendations.

**Undertake other duties as required**

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post holder. These activities are subject to change over time as priorities and requirements evolve and as such is may be amended at any time by the line manager following discussion with the post holder.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent		X
<b>Experience/Knowledge</b>		
Experience of project management	X	
Experience of working with multiple stakeholders across an organisation	X	
Experience of training and managing volunteers	X	
Experience of planning and delivering high quality training for different audiences	X	
Knowledge of e-learning or online training	X	
A good understanding of the UK HE landscape and issues	X	
Experience of managing online information		X
Experience of budget management		X
Experience of managing staff		X
<b>Skills</b>		
Proven networking abilities	X	
Excellent communication and interpersonal skills, both written and oral	X	
Good personal organisational skills, particularly time management and prioritisation skills	X	
Good report writing skills with the ability to produce information for a variety of audiences	X	

Ability to work in a team as well as under own initiative	X	
Good ICT skills, including ability to quickly learn new programmes	X	
Ability to use multimedia tools to produce online training resources	X	
<b>Attributes</b>		
Must be self-motivated, adaptable and approachable	X	
An interest in playing a key part in the learning experience and personal development of students	X	
Empathetic and friendly approach to students	X	
An awareness of the expectations of diverse students and an understanding of the need to manage these	X	
An understanding of the Students' Unions' student-led values	X	