



JOB DESCRIPTION

JOB TITLE: Student Liaison Officer

SECTOR: Student Services

GRADE: 4

DIRECTLY RESPONSIBLE TO: Student Services Manager

DIRECTLY RESPONSIBLE FOR:

Purpose of Job: To enable students to enhance their personal and social skills, through developing and supporting a range of student activities and services across College

Main Responsibilities and Duties:

1. To work with the Student Services Manager to produce a framework for enrichment which meets the College's and government priorities
2. Work in a supportive and enabling role with individual and groups students at the College
3. To ensure a positive, inclusive and friendly community spirit among students by helping to create a healthy, safe and welcoming atmosphere
4. Develop, organise/co-ordinate and publish an annual programme of enrichment activities for students at the College, in consultation with students and Managers
5. To enhance the facilities which are already available to students, through promotion of interest and participation
6. Ensure enrichment activities are evaluated and findings incorporated in continuous improvement cycle
7. To support the Student Services Manager with budget related issues.
8. Recruit for, co-ordinate and develop student participation forums and events to ensure students' views are fully represented within the College and that views are fed back into the quality cycle
9. To participate in the mentoring and training of staff and students as appropriate.
10. To promote and develop volunteering opportunities for students
11. To develop and maintain links, partnerships and referral systems with a range of agencies which support the needs of students
12. To oversee the arrangements made with partner agencies for supporting students in the College
13. Work as a multi skilled member of the Student Services Team to deliver information and advice to students and prospective students
14. To actively promote the College's Equality and Diversity Policy
15. To keep data, and records and produce reports related to the work involved in student liaison
16. Any other duties commensurate with the skills, knowledge and experience of the post-holder as may be required from time to time.
17. The post-holder may be required in the pursuance of their duties to perform services not only for the Corporation but also for any subsidiary.
18. The post-holder is expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
19. The post-holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
20. In carrying out their duties the appointee must be fully aware of and comply with:
 - College Health and Safety Policy and Regulations
 - Equality and Diversity Policy
 - Safeguarding Children and Vulnerable Adults Policies

Working Hours

You will be expected to work 18.5 hours per week. Your pattern of work will need to be flexible and will therefore vary from time to time. Occasional evening and Saturday morning work may arise.

Training

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post-holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.

All staff will be required to participate in an annual staff development review.

Physical Conditions

The post is located at Deane Road site, however, the College is multi-site, and some movement between sites will be necessary from time to time.

Probationary Period

If the post holder is a new employee to the College, the first nine months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed.

Appraisal

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

In the interests of Health & Safety, smoking is not permitted in Bolton College.

Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION PREPARED BY: Student Services Manager

DATE: Reviewed 14 September 2018