

SECTION A:THE ROLE	
Job Title:	Hello Future Graduate Intern
Department/Service:	Marketing & Recruitment
Job Grade:	Grade 01
Job Family:	Internship
Job Location:	Barrow-in-Furness, Furness College
Responsible To:	Hello Future Outreach Officer
Role Purpose:	
<p>The position of Hello Future Graduate Intern offers recent graduates an exciting opportunity to gain valuable work experience as members of an ever changing and evidence based educational outreach team.</p> <p>A high priority is given to liaising with schools and colleges, working with ages 11+, and building effective relationships to raise awareness of Higher Education (Level 4 and above study, including apprenticeships).</p> <p>Throughout the role you will be supported to develop professionalism, technical competence, excellent interpersonal and networking skills, and the ability to work independently.</p> <p>You will play a key role supporting our work to meet agreed targets and objectives, working with currently under-represented groups in Higher Education and with a wide range of stakeholders including schools, colleges, employers and third sector organisations. You will need excellent communication and digital skills plus experience of delivering presentations and workshops to a range of audiences.</p> <p>Other Conditions:</p> <p>The post holder will be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of their duties which may include evenings, weekends and bank holidays.</p> <p>You will be required to undertake regular travel to various locations, sometimes at short notice and to remote locations across Cumbria.</p>	

SECTION B:PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	Developing and delivering workshops and presentations in schools, colleges and partner organisations to support CEIAG and the Hello Future programme.
2.	To liaise and communicate effectively internally and externally with a broad range of partners within Cumbria, including Hello Future partners, schools, and colleges.

3.	To support assigned projects as part of the larger Hello Future team, and to plan, develop and deliver a Graduate Intern Partner project to support the achievement of programme objectives.
4.	Assisting in the development, planning, delivery and evaluation across the programme.
5.	Support in the planning, creating, and scheduling of social media content and the creation of monthly blog posts/emails, led by the Marketing and Communications officer.
6.	Supporting in the planning, co-ordination, marketing and running of visits and events.

Additional Information:

You may on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings
- Be required to travel to other campuses and sites as necessary

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Role Title: Hello Future Graduate Intern	Essential/ Desirable	To be identified by:
Qualifications Educated to degree level (Level 6) and have graduated within the last two years.	Essential	Killer Question
Experience Previous experience in a role supporting or working with young people, learners and students Experience of digital platforms or software and/or developing online content and interaction Experience of delivering effective presentations, workshops or sessions Experience of supporting, delivering and organising events Experience of coordinating and facilitating small group activity Experience of working as part of a reading buddy/tutoring scheme	Essential Essential Essential Essential Desirable Desirable	Supporting Statement /Interview Interview Supporting Statement /Interview Interview Interview Supporting Statement /Interview
Knowledge, skills and abilities A keen interest in Higher Education and learner progression Good communication and interpersonal skills with the ability to relate to staff and students at all levels Positive and flexible approach to work, with the ability to work evenings weekends, and travel across the county. Strong IT skills, including Microsoft Office package and online platforms (such as YouTube, Canva, Hootsuite, WordPress) The ability to work upon own initiative and independently as a well as part of a team Energetic, enthusiastic and highly motivated	Essential Essential Essential Desirable Essential Desirable	Interview Supporting Statement /Interview Interview Interview Supporting Statement/ Interview Interview

Good attention to detail with good analytical skills	Desirable	Interview
An understanding of the local area	Desirable	Interview
Other		
Commitment to the Strategic Plan of the University especially in relation to equality of opportunity at work and a healthy and safe working environment.	Essential	Interview
Ability to travel regularly to other locations sometimes at short notice including to remote areas such as Millom, Barrow and South Lakes.	Essential	Supporting Statement / Interview