

## SECTION A: THE ROLE

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| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Hello Future Graduate Intern (West Cumbria) |
| <b>Department/Service:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Marketing & Recruitment                     |
| <b>Job Grade:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Intern                                      |
| <b>Job Family:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Internship                                  |
| <b>Job Location:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Energus, Workington                         |
| <b>Responsible To:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Hello Future Outreach Officer               |
| <b>Role Purpose:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                             |
| <p>The position of Hello Future Graduate Intern offers recent graduates an exciting opportunity to gain valuable work experience as members of an 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 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>The post-holder 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 to a range of audiences.</p> <p><b>Other Conditions:</b></p> <p>The post holder may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient delivery of their duties which may include evenings, weekends and bank holidays. This role also requires frequent travel across Cumbria and further afield.</p> |                                             |

## SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES

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| <b>1.</b> | Developing and delivering workshops and presentations in schools, colleges and partner organisations to support Careers Education, Information, Advice and Guidance (CEIAG) and the Hello Future programme. |
| <b>2.</b> | To deliver the Hello Future Reading programme including planning sessions for small group format.                                                                                                           |

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| <b>3.</b> | To liaise and communicate effectively internally and externally with a broad range of partners and stakeholders, including Hello Future partners, local community groups, schools and colleges. |
| <b>4.</b> | To support assigned projects, including support with planning, development and delivery to achieve programme objectives.                                                                        |
| <b>5.</b> | To work with Area Officers to create a small project targeting a schools' outreach cold spots by working with a small group of students.                                                        |
| <b>6.</b> | To assist in the development, planning, delivery and evaluation across of the Hello Future programme.                                                                                           |
| <b>7.</b> | To support the Marketing and Communications Officer in the planning, creation, and scheduling of social media and website-based content.                                                        |
| <b>8.</b> | To support the wider team in the planning, co-ordination, marketing, recruitment and running of visits and events.                                                                              |
| <b>9.</b> | To assist with data entry via the Higher Education Access Tracker to support programme wide tracking, monitoring and longitudinal research.                                                     |

**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.

| <b>Criteria for Grade 1 post.<br/>Role Title: Hello Future Graduate Intern</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Essential/<br/>Desirable</b>                                                                                 | <b>To be identified by:</b>                                                                                                                                                                               |
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| <b>Qualifications</b><br>Educated to degree level (Level 6) and have graduated within the last two years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Essential                                                                                                       | Killer question                                                                                                                                                                                           |
| <b>Experience</b><br>Previous experience in a role supporting or working with young people, learners and students<br><br>Experience of digital platforms or software and/or developing online content and interaction<br><br>Experience as a Student Ambassador or experience of delivering a mentoring programme<br><br>Experience of delivering effective presentations, workshops or sessions<br><br>Experience of supporting, delivering and organising events<br><br>Experience of coordinating and facilitating small group activity                                                                           | Essential<br><br><br>Essential<br><br>Desirable<br><br>Essential<br><br>Essential<br><br>Desirable              | Application Form /Interview<br><br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview |
| <b>Knowledge, skills and abilities</b><br>A keen interest in Higher Education and Widening Participation<br><br>Good communication and interpersonal skills with the ability to relate to staff and students at all levels<br><br>Positive and flexible approach to work, including the ability to work evenings and weekends<br><br>Strong IT skills, including Microsoft Office, email and online platforms<br><br>Ability to use platforms such as Pallyy, Canva, WordPress<br><br>The ability to work upon own initiative and independently as a well as part of a team<br><br>Enthusiastic and highly motivated | Essential<br><br>Essential<br><br>Essential<br><br>Essential<br><br>Desirable<br><br>Essential<br><br>Desirable | Application Form/Interview<br><br>Application Form/Interview<br><br>Interview<br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Interview<br><br>Interview                       |

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| Good attention to detail with good analytical skills                | Desirable | Interview |
| An understanding of the local area and issues affecting learners    | Desirable | Interview |
| <b>Other</b><br>Full UK Driving Licence                             | Desirable | Interview |
| Strong willingness to travel across Cumbria & sometimes nationally. | Essential | Interview |