



Internship Role	Trainee Employability Progression Assistant
Placement at	Leeds Trinity University, Brownberrie Lane, Horsforth, Leeds LS18 5HD
Duration	12 months
Days/Hours	4 days work placement at the University, and 1 day study
You will receive monthly	£ 1,458 Training Allowance
How to apply	Send CV with Cover Letter to: info@pathyorkshire.co.uk
Closing	Monday, 16 December 2024, 10 am

About Leeds Trinity University

Leeds Trinity University is a renowned institution located in the heart of West Yorkshire, dedicated to providing a transformative educational experience.

With a rich history dating back to 1966, we have grown into a dynamic and inclusive community that champions academic excellence, personal growth, and professional success.

We offer state-of-the-art facilities, a supportive environment, and a strong sense of community, making it a great place for students and colleagues to thrive.

Purpose of the Internship

The trainee will support the Graduate Outcomes & Enterprise Directorate with a range of activities, including assisting with the career development of all students and graduates, and may cover the delivery of engagement events on-campus, off-campus and virtually. The trainee will be expected to work flexibly and as necessary for the performance of the duties of the post, including evening and weekend work as required.

Intern Duties and Responsibilities

1. Assist with careers support to students and graduates; specifically focussing on placements, internships, graduate opportunities and initiatives aimed at improving their employability.
2. Raising the profile of the service through pro-active and targeted engagement with the Student Union, Societies, Clubs and Course Reps, ensuring regular meetings are scheduled and outcomes fed back to the team.
3. Act as a point of contact for incoming queries to the directorate, including managing shared inboxes, strategies to ensure they are appropriately organised and responding efficiently and professionally to enquiries or requests for information from students, graduates, employers or academic staff, escalating queries as appropriate.
4. Communicating with stakeholders via email, phone, MS Teams; using initiative to deal with queries wherever possible and, re-directing or taking messages where relevant.
5. Supporting with regular directorate communications to students, employers and academics promoting the service's offer which includes, student/graduate opportunities, internal and external events and compiling regular newsletter content.

6. Maintaining accurate records, on directorate systems, tracking student and graduate engagement and evaluating event and appointment feedback data to help influence future activity.
7. Promoting access to and attendance at employability-related workshops and events both in and out of curriculum.
8. Supporting a range of employability initiatives delivered by the Graduate Outcomes & Enterprise Directorate, supporting administration, monitoring progress, systems and processes, reporting activity and raising issues to the management team as appropriate.
9. Proactively engaging with students and graduates to identify and develop case studies which showcase success stories of engaging in a variety of initiatives delivered by the teams.
10. Supporting the development and review of online and offline student employability resources.
11. Support, when appropriate, University events, including Open Days, Deans Awards Ceremonies, Graduation and employability events for applicants, students and employers.
12. To ensure the use of data complies with current regulations, particularly those relating to GDPR.
13. To comply with current health and safety requirements, work with relevant University policies and participate fully in the annual staff review scheme.
14. To apply the University's Equality, Diversity and Inclusion Policy in the postholders' area of responsibility and in their general conduct.
15. To carry out other duties, commensurate with the grade of the post, as may reasonably be directed by your line manager after due consultation.

SELECTION CRITERIA

Applicants must be 19 years and above, living in Leeds, and from under-represented diverse communities.

EDUCATION AND QUALIFICATIONS	Essential	Desirable	Method of Assessment
University studies/degree in UK or abroad.	Yes		CV, Cover Letter, and Interview
SKILLS & COMPETENCIES	Essential	Desirable	Method of Assessment
Excellent interpersonal and communication skills.	Yes		CV, Cover Letter, and Interview
Very good written and verbal English skills.	Yes		CV, Cover Letter, and Interview
Excellent organisational skills and time management.	Yes		CV, Cover Letter, and Interview
Attention to details and ability to produce work with accuracy.	Yes		CV, Cover Letter, and Interview
KNOWLEDGE and EXPERIENCE	Essential	Desirable	Method of Assessment
A competent and confident user of Microsoft packages that support effective administration	Yes		CV, Cover Letter, and Interview

Knowledge of UK job market.	Yes		CV, Cover Letter, and Interview
Ability to work effectively as part of a team.	Yes		CV, Cover Letter, and Interview
VALUES & BEHAVIOUR	Essential	Desirable	Method of Assessment
Able to build relationships with staff, students and external stakeholders.	Yes		CV, Cover Letter, and Interview
Enthusiasm for, and commitment to, delivering an exceptional student experience.	Yes		CV, Cover Letter, and Interview
A professional and flexible approach.	Yes		CV, Cover Letter, and Interview
Have a keen interest in widening participation and the employability of students and graduates.	Yes		CV, Cover Letter, and Interview