

School Liaison & Events Internship

School:	Basingstoke College of Technology	Posted:	24th March 2020
Location:	Basingstoke, Hampshire	Expires:	3rd May 2020 11:59 PM
Contract Term:	Fixed term contract	Start Date:	To be confirmed
Salary:	NMW	Job ID:	1098230
Hours:	Full Time	Job Reference:	offer-y97ub



Basingstoke College of Technology

Student Experience

School Liaison & Student Events Internship

1 year (starting 24th August 2020 – 9th July 2021)

Salary – NMW for age group

FTE 1.0 (8.30am to 5.00pm Monday to Thursday & 8.30am – 4.30pm on Friday with one hour for lunch)

Basingstoke College of Technology, located in North Hampshire, is a leading and well respected further education provider. The college prides itself on its excellent links with business and the success of its learners in securing positive destinations.

Basingstoke is an expanding town with a thriving economy and excellent transport links. The college was rated 'good with outstanding features' in May 2016 by Ofsted and is committed to becoming an 'outstanding' provider. Our financial health has consistently been rated 'outstanding' over the last 10 years by the Skills Funding Agency.

BCoT is a significant provider of apprenticeships, the achievement rates of our apprentices are significantly above the sector average and we have set ambitious growth targets up to 2020.

We are recruiting a student who is on a year in industry or placement year at University to assist with the enrichment and schools liaison function in the recruitment of learners to the college and its courses through outreach and development work. You will work within the a busy area of the college, with a focus on ensuring that potential and current students have an enjoyable experience during their time at BCoT.

The role will involve; running student enrichment activities and supporting the Student Unions in their activities. You will be co-ordinating taster sessions and helping the Marketing team with college events.

To be successful you will be:

- Hardworking
- Flexible (some evening and occasional weekend work is required)
- Confident communicator
- Team player
- Able to meet deadlines and work under pressure

A large proportion of this role is about supporting curriculum departments. Occasionally you may be asked to represent the college at events off-site so a full driving licence would be an advantage.

BCoT is committed to safeguarding and promoting the welfare of all its learners, and expects all staff to share this commitment. The successful

applicant will be required to undertake appropriate checks, including an enhanced DBS disclosure (payable by candidate) as well as providing proof of right to work in the UK.

BCoT is an equal opportunities employer and we welcome enquiries from everyone and value diversity in our workforce.

Additional information

Job description

Pension scheme: People's pension (PPS)

Applications will be considered as and when they are received so please do not hesitate in applying.

Applications are considered as and when they are received. Interviews for suitable candidates will be arranged before the scheduled closing date so please do not delay in applying.

To be successful you will be:

- Hardworking
- Flexible (some evening and occasional weekend work is required)
- Confident communicator
- Team player
- Able to meet deadlines and work under pressure

A large proportion of this role is about supporting curriculum departments. Occasionally you may be asked to represent the college at events off-site so a full driving licence would be an advantage.

Safeguarding Statement:

BCoT is committed to safeguarding and promoting the welfare of all its learners, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate checks, including an enhanced DBS disclosure (payable by the candidate) as well as providing proof of the right to work in the UK.