



JOB DESCRIPTION

Job Title:	Careers Coach (Widening Success)
Location:	Cyncoed and Llandaff campus
Department:	Student Services and Employability
Hours:	29.6 hours per week (0.8 FTE) with occasional evening and weekend working required.
Tenure:	Fixed term until 31st July 2025
Salary:	£33,966 - £37,099 per annum pro rata
Accountable to:	Widening Success Team Co-ordinator

Role Summary:

This is a key post that will contribute to the ambitions of Cardiff Metropolitan University's Strategy 2030.

To work as part of the HEFCW funded careers team (Widening Success), who are responsible for delivery of the 2024/25 Targeted Employability Support Scheme business plan by providing a comprehensive suite of careers and employability services tailored to students and graduates who may face additional barriers to skills development and work opportunities.

To support students and graduates via a range of interventions, including one-to-one coaching appointments and group workshops. To collaborate with academics and professional services staff to promote the work of the team, generate student referrals, and identify opportunities to enhance careers and employability education across the university, ultimately supporting the improvement of graduate-level outcomes.

Principal Duties and Responsibilities:

1. To promote the work of the Widening Success team at Cardiff Metropolitan University through liaison with academic and professional services staff to generate referrals.
2. To support the Careers Consultant(s) within at least one dedicated school, ensuring that staff and students have access to appropriate support and resources.
3. To work in collaboration with the school-based employability teams, proactively contributing to relevant meetings, events and other career-related initiatives.
4. To promote the services of the Widening Success Team to students and graduates via appropriate marketing channels, including social media.

5. To design, deliver and/or refer students to employability enhancing interventions. Activities will include;
 - a. one to one career coaching and mentoring
 - b. careers and employability-related presentations and workshops
 - c. employment preparation and confidence building activities
 - d. organising of work experience and professional networking opportunities
6. To manage a caseload ensuring each student or graduate obtains maximum benefit from the coaching relationship.
7. To source and maintain employer contacts to support the delivery of sector specific workshops, work experience and internships for students and graduates eligible for support from the Widening Success Team.
8. To adhere to any centralised health and safety policies associated with students or graduates completing work experience or internships.
9. To pro-actively develop knowledge of matters relating to equality, diversity, and inclusion, and keep up to date with the graduate landscape and job market.
10. To support the Widening Success Team Co-ordinator in preparing progress reports as required by Cardiff Metropolitan University and the external funding body.
11. To create and develop physical and online resources that promote the Widening Success services and support students and graduates with their career development.
12. To participate in Open Days, graduation ceremonies and other key student events as required.
13. To collaborate and share best practice with colleagues from other Welsh HEIs where appropriate and contribute to the work of AGCAS, the HE Careers Services' professional body.
14. Undertake any other relevant duties as directed by the Widening Success Team Co-ordinator within the grade of the post.

Standard Notification

These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.



PERSON SPECIFICATION

Job Title:	Careers Coach (Widening Success)	<u>*Key</u> A - Application form I - Interview T/P - Test/Presentation		
School/Unit:	Student Services and Employability			
FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education and Qualifications (Essential)	Degree educated or equivalent.	✓		
Education and Qualifications (Desirable)	Qualification in Career Management or equivalent.	✓		
	Recognised qualification in MOS office suite e.g. MOS Specialist.	✓		
Knowledge (Essential)	Good knowledge of the local and national graduate labour market and its skills base.	✓		
	An understanding of the barriers to employability faced by certain groups of students and subsequent support needs.	✓		
	An understanding of how technology can be used to support the acquisition of employability skills.	✓		
Knowledge (Desirable)	Understanding of the aims and objectives of relevant Cardiff Metropolitan University strategies and the role of Careers Services within these.	✓		
	Knowledge of Cardiff Metropolitan's programmes and related career options.	✓		
	Good knowledge of the latest developments and trends in equality, diversity and inclusivity.	✓		
Skills and Abilities (Essential)	Ability to deliver effective 1:1 appointments related to careers and employability to a range of clients.	✓	✓	✓
	Interpersonal and relationship building skills.	✓	✓	✓
	Influencing skills with the ability to inspire others to take action.	✓	✓	✓

	<p>Ability to explain complex issues clearly to a range of clients and colleagues both verbally and in writing.</p> <p>Teaching or training skills, with ability to create and deliver career-related content in large and small group settings.</p> <p>Solution-focussed and pro-active in problem-solving.</p> <p>Strong written communication skills with a keen eye for detail and ability to analyse data</p> <p>Passionate about delivering high standards of work and committed to continuous quality improvement.</p> <p>Intermediate skills across the MOS suite.</p>	✓	✓	✓
Skills and Abilities (Desirable)	Producing high quality promotional content for social media platforms.	✓	✓	
Experience Paid/Unpaid (Essential)	<p>Coaching individuals on a 1:1 basis.</p> <p>Working in a careers or employability-related environment.</p> <p>Working with individuals or groups who have faced additional barriers to personal growth and development.</p> <p>Developing and maintaining relationships with a range of stakeholders, including senior members of staff.</p>	✓	✓	✓
Experience Paid/Unpaid (Desirable)	<p>Delivering educational lectures, workshops or other employability-related activities in a group setting.</p> <p>Using a consultative and data-driven approach to influence opinion and effect change.</p> <p>Working within a Higher Education setting.</p>	✓		
Other Requirements (Essential)	<p>An understanding of equal opportunities relevant to the provision of support for students.</p> <p>A commitment to personal and professional development.</p>	✓	✓	✓
Other Requirements	<u>Listening, Reading, Speaking, Writing</u>	✓		
Welsh Language Skills (Desirable)	<p>A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>			

