UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Employability Intern
DEPARTMENT	Research & Enterprise
LOCATION	Brayford Campus
JOB NUMBER EL1037 **GRADE** 2 **DATE** May 2013
REPORTS TO	C&E Information Manager/ Student Employment Co-ordinator/ Business Incubation and Centre Manager

CONTEXT
Research & Enterprise Services is an innovative department within the university which works with staff, employers, students and graduates to increase graduate employability and external income generation.   The University of Lincoln is a place of high ambition whose progress since it was created in 2001 has been rapid but solidly grounded. Its vision is to be a 21st century expression of the old university ideal – where a student focus is paramount – at the same time as fulfilling the modern tasks of knowledge generation and transfer for the economic, social and cultural benefit of society. The Employability intern plays a vital role to achieve this objective. They will do this by: • Collecting positive data about graduate destinations.   • Supporting recent graduates to provide them with tailored information and resources to match their needs.   • Encouraging students to engage with the support and services the department has to offer.   • Developing a range of online and printed resources to support the delivery of the employability curriculum and provide students with access to up to date and relevant information.   • Planning and implementing a range of presentations and events incorporating self employment and career options.   The graduate internship is temporary positions designed to provide a recent graduate with relevant experience and skills. The role will require significant interaction with graduates, students, employers, and other external stakeholders and agencies.

JOB PURPOSE

The intern will have a distinctive focus of work, however the primary purpose for all six roles will be to impact upon and undertake the Destination of Leavers from Higher Education (DLHE) survey. This will involve working with recent graduates to help them secure graduate level employment including self employment. It also includes a major telephone survey to ascertain the destinations of all Lincoln students graduating in 2013.

In addition, the intern will have responsibility to contribute to the operational delivery of the service. This will involve working in partnership with Careers and Employability Advisers, to support the Careers and Employability Team structures and services centrally and within the respective colleges including email management and running of a central drop in service.

KEY RESPONSIBILITIES

Responsibility 1
To proactively engage in the distinct activity to which you are selected.

Responsibility 2
To administer a telephone campaign which helps support recent graduates into employment/self employment and accurately record information gathered from graduates.

Responsibility 3
To provide an individually tailored support service to assist students and graduates to secure employment i.e. researching and providing information on specific opportunities to meet the aspirations of the graduate.

Responsibility 4
To conduct the Destination of Leavers from Higher Education Survey which involves a paper based mail out and an intensive telephone survey, **involving regular evening and weekend work over a fixed term period** – eg through the months of January-March

Responsibility 5
To assist with the development of online and paper employability and careers resources for use by staff, students and graduates.

Responsibility 6
Provide a front line service for clients and visitors in collaboration with college Careers & Employability Advisers and centrally within the Research & Enterprise Department. This will include running the central Careers and Employability drop in service for students, and covering the central reception of the department.

Responsibility 7
To assist with the development of a communication strategy to improve engagement with students including the use of social media (twitter, facebook, blogs)

Responsibility 8
To carry out basic administrative tasks to support the daily operations of Research & Enterprise Development as and when required.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The role will support the development of an associated range of initiatives and activities designed to impact upon the employability of Lincoln students and graduates through engaging with key partners both internally and externally.

The five distinct activities include:

Events
- planning, organising and implementing events/presentations including the Careers Wednesday programme and the annual Careers Fair

Multimedia
- to provide marketing/communications via social media and online resources
- to support and develop the multimedia functions of the Careers & Employability website

Project Coordination (Self Employment)
- promotion of self employment as a viable career option to include a range of events/presentations
- to coordinate the delivery of a training and bursary scheme to support students and graduates into self employment

Project Coordination (Vacancy handling)
- to support the generation of opportunities for our students and graduates via our Graduate Internship Scheme
- to assist with the management of our vacancy handling systems – uploading vacancies, monitoring response levels and follow up actions with employers

Lincoln Award
- to support the Student Employment Co-ordinator in the administration and organisation of the Lincoln Award. This will involve, communication and marketing to students active on the award, communication with Careers and Employability Advisers, and events organisation in relation to the award.
- to support the Student Employment Co-ordinator in the administration of the student Job Shop, including contact with employers and vacancy handling.

Key working relationships/networks	
Internal	**External**
- Careers &Employability Services Manager - Business Incubation and Centre Manager - Employability Information Manager - Student Employment Co-ordinator - Research & Enterprise staff - Students' Union Staff and Sabbatical Officers - Academics - Alumni Officers	- Business & enterprise support agencies - Local, regional and national businesses and entrepreneurs - Local schools and colleges - Design and marketing agencies

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Degree or equivalent – any discipline	E	A
Experience:		
Experience of organising events **OR** Experience of organising projects **OR** Experience of multimedia platforms **(Experience of one of the above dependent on your chosen distinct activity)**	D	A, I
Experience of working in customer services	E	A, I
Experience of researching and extracting information	E	A, I
Skills and Knowledge:		
Excellent communication skills – both written and verbal	E	A, I, P
Good planning organisation skills	E	A, I, P
Good IT skills – competent user of Microsoft Office	E	A, I, P
Basic knowledge of social media	D	A, I, P
Competencies and Personal Attributes:		
Strong interest in graduate employability	E	A, I, P
Ability to demonstrate creative and innovative ways of thinking	E	A, I, P
Ability to work with minimum supervision	E	A, I, P
Ability to relate to students, senior academic staff, managers, employers and external partners	E	A, I, P
Business Requirements:		
Will be required to work occasional evenings and weekends (on a regular basis through the DLHE period)	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	Mark Stow	HRBA	HA