



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A085
Job Title	Learner Enrichment and Social Development Coordinator
Salary	£31,457.54 - £33,472.35
Contract Type	37 hours per week, Permanent
Campus	All campuses with Gloucester as main base
Department	Student Support
Reporting To	Head of Student Support
Holiday	27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure

About the Role – Meet the Team

The Student Support Department at Gloucestershire College is dedicated to empowering students with the resources, guidance, and opportunities they need to thrive academically, personally, and professionally. The department is comprised of several interlinked teams, including Student Mentors, Employability, Student Services, Careers, Outreach, and Enrichment. Each team plays a vital role in supporting students throughout their journey, working collaboratively to provide a seamless and holistic experience. From one-on-one mentoring to helping students develop employability skills, offering tailored career advice, and organizing enriching extracurricular activities, our department ensures every student feels supported and inspired.

Our day-to-day work is dynamic and student-focused. Whether meeting students for Student Development sessions, delivering employability workshops, coordinating outreach programs, or planning engaging events to enhance the student experience, our team operates with a shared goal of creating a welcoming and inclusive environment. Our focus is on students being retained, achieving and building their resilience for work. The department is based across multiple Gloucestershire College campuses in Gloucester, Cheltenham, and the Forest of Dean, with flexibility for hybrid working arrangements to meet the diverse needs of our students. We also offer adaptable roles and working hours, ensuring our team can deliver exceptional support while maintaining a healthy work-life balance.

About the Role – Duties and Responsibilities

College Community

- Be a presence on campus, notably in central areas, to proactively engage with learners in their college life.
- Develop strong relationships with colleagues and be an active member of the college community to encourage participation and maximise levels of engagement in the enrichment programme.
- Lead on the promotion of opportunities on campus and through digital channels, implement strategies to engage learners and maintain a broad level of participation.



- Support organisational storytelling to celebrate the success stories, achievements and activities of learners and staff as part of the College Community Plan and social value work.

Enrichment

- Develop, coordinate, and deliver a wide-ranging enrichment programme that adds value to the learner experience and supports the development of skills, behaviours, and attitudes.
- Capture and support industry relevant enrichment opportunities and projects that compliment courses and employment sector needs.
- To monitor, record and measure the engagement and impact of the enrichment programme, evaluating effectiveness and celebrating success.
- Lead an enrichment working group that continually evaluates the programme and responds to learner feedback and engagement.
- Lead on cross-college trips that provide opportunities for wider social connections, cultural capital and having fun outside of the classroom.

Learner Experience

- Develop a learner ambassador network through promotion of roles, recruitment of learners and coordinating network meetings, capturing key themes, feedback, and suggestions for further development.
- Empower learner ambassador network to set and achieve objectives in relation to events, projects and campaigns.
- Promote opportunities for learners to showcase their talents amongst wider peer groups through competitions, performances, and digital communications (such as magazine or podcasts)

Other

- Showcase the experience learners have at college and the enrichment programme on offer at open events, through marketing materials and in supporting our schools outreach activity.
- To assist Student Support activities and promoting the range of support available to learners as required.
- To work in a flexible manner and be willing to undertake other duties as reasonably requested.

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post



About the You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Work with young people within education sector – Project management/coordination – Experience of making external referrals for children or young people – Good working safeguarding knowledge – Grade A-C/9-4 English and Maths GCSEs or equivalent functional skills – Willingness to undertake Equality and Diversity and Safeguarding training
Desirable	<ul style="list-style-type: none"> – Supporting and leading on bids for project funding – Working with Gloucestershire based volunteering and community-based initiatives – Events management/coordination – Record of recent/current Safeguarding, EDI and Health & Safety training in education – A-Level or equivalent level 3 qualification

The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none"> – To interact positively with young people and adults – To manage multiple project/activities at one time – Communicate, negotiate and work effectively with internal and external partners – Creative and innovative approach to introducing new concepts, themes, and fundraising activities for students – A good team member and leader with ability to enthuse and motivate – Excellent planning and organisation skills. To work unsupervised managing own time/priorities – Excellent IT skills – Produce concise analysis/reports to measure impact of services
Job Circumstances	<ul style="list-style-type: none"> – Able to travel between Campuses as necessary. – Able to work some evenings and occasional Saturdays to support College enrichment and recruitment activity – Hold an Enhanced DBS check with child barred list check or be willing to undertake a check.