

REIGATE COLLEGE

Job description for an Enrichment Coordinator

Name:

Responsible to: Director (Operations)

Responsible for: Enrichment Assistant

Job Purpose: To coordinate the College's enrichment and activities programme

Job Responsibilities:

Enrichment Coordination

1. To be responsible for the College's enrichment and activities programme which promote the social and broader education beyond formal academic studies:
 - To coordinate, promote and plan the activities and demo programmes and oversee the day-to-day running of each programme
 - To organise an activity fair in both the autumn and spring term to promote the programme
 - To attend and promote the activities and opportunities at all College Open Evenings
 - To provide support in monitoring student attendance for the activities programmes and develop strategies to address poor attendance.
 - To drive the College mini bus on occasions, as required
 - To promote enrichment activities across College and develop opportunities for wider participation and take up of these by the student population
 - To explore, develop and manage new activities and events for students to take part in, which provides the College with a competitive enrichment profile
 - To develop and expand external opportunities for students, both with local providers and with enrichment schemes, through positive links with the local community and local service providers
 - To work with the Director (Operations) and Enrichment Assistant to monitor and regularly review take-up of enrichment opportunities and activities and produce relevant reports, which can be interpreted by the Senior Leadership Team (SLT) and contribute to the annual improvement plan to inform future provision
 - To ensure that all enrichment trips and activities go ahead in accordance with the College policies and agreed safety codes including completing all the necessary visit forms and risk assessments in relation to the agreed activity
2. To establish and realise the Enrichment Development Plan.
3. To develop and establish pop up activities in College social spaces to encourage students to participate in enrichment activities.
4. To develop and oversee the Enrichment Ambassadors Programme, including:
 - Recruitment of students
 - Offering appropriate training and qualifications for the students
 - Support the deployment of Enrichment Ambassadors to oversee activities and pop ups

Promotion and Communication

1. To ensure the Enrichment Programme is marketed effectively within the College by:
 - Regularly liaising with the Marketing Department to ensure all necessary marketing literature is up-to-date
 - Promoting the programme internally including use of screens, literature, Tutorial, enrolment, interview evenings, staff briefing, bulletins etc
 - Promoting the programme within Partner Schools as required

- Ensuring the College staff are aware of the high-quality programme
- Ensuring the programme is effectively promoted during the enrolment and Freshers' period
- Ensuring the Sports Reception and displays are kept up to date and engaging for students

Enrichment Department

1. To jointly line manage the Enrichment Assistant with the Sports Coordinator.
2. To support the work of the Sports Coordinator and Duke of Edinburgh Coordinator as required.
3. Under the direction of the Community Coordinator and Director (Mental Health and Wellbeing), provide support for College Community activities, including those for staff.
4. To investigate opportunities for funding from National Governing Bodies (NGBs) and other organisations.

General

1. To be a College First Aider and respond to issues as required.
2. To assist in the operations of internal and external examinations including exam invigilation as required.
3. To undertake any other particular duties, which may be reasonably assigned to you by the Director (Operations) or Principal from time-to-time.

The post will involve some occasional evening work for which time off in lieu will be given. Additional hours worked in prior agreement with the line manager will be given as time off in lieu.

Person Specification

1. An awareness of and responsiveness to, the needs of students in the 16-19 age range and the ability to form good relationships with them.
2. A general awareness of the strategic direction of the College and an understanding of the environment in which it operates.
3. Excellent organisational skills, together with a willingness to be flexible and adaptable, according to the priorities of the College at any time.
4. Excellent people skills and an ability to develop and maintain constructive professional partnerships and working relationships with other staff and students, and to establish a good rapport with a range of client groups.
5. Experience of working with students aged 16-19 and an understanding of and empathy with the needs of young adults.
6. A high level of discretion and confidentiality when dealing with sensitive data held in databases and associated systems in accordance with GDPR.
7. Excellent organisational, interpersonal and IT skills (particularly knowledge of Microsoft Office including Outlook and Excel).
8. Good attention to detail.
9. A good telephone manner and the ability to communicate effectively both verbally and in writing.

10. An awareness of the 16-19 curriculum.
11. Hold or the willingness to gain a First Aid qualification.
12. The ability to learn new systems and procedures quickly and implement them effectively.
13. The ability to stay positive and meet deadlines even when working under pressure.
14. The ability to prioritise and manage workload and respond to complex demands.
15. The ability to use one's initiative and work without direct supervision.
16. The ability to multi-task in a busy working environment.
17. A commitment to personal development, training and equality of rights and opportunities.
18. Confidence in tackling unfamiliar situations and enthusiasm for learning new skill demands where appropriate.

SDW
March 2025

Signed:
Post Holder

Date:

Signed:
Director (Operations)

Date: