

INTERNAL/EXTERNAL POST: LEARNER AND CAMPUS SERVICES MANAGER
Do not include a CV. Please complete all parts of the application form and return it to
jobs@cymoedd.ac.uk

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|--------------------------|--|-------------------------|--|
| COMPANY | COLEG Y CYMOEDD | ADVERT LIVE DATE | 05/01/2022 |
| JOB ROLE | LEARNER AND CAMPUS SERVICES MANAGER | HOURS/DURATION | 37 HOURS PER WEEK FULL-TIME/PERMENANAT |
| SALARY | SO1 £30,540 - £32, 565 | LOCATION | RHONDDA CAMPUS (BUT MAY BE REQUIRED TO WORK AT OUR ABERDARE, NANTGARW & YSTRAD MYNACH CAMPUS) |
| CLOSING DATE/TIME | 19/01/2022 12:00PM MIDDAY (APPLICATIONS RECIEVED AFTER 12:00PM MIDDAY WILL NOT BE CONSIDERED) | INTERVIEW DATE | TBC |

If you're self-motivated, enjoy helping others and have strong interpersonal skills, then you have what it takes to become a Learner and Campus Services Manager at Coleg y Cymoedd. This is a great opportunity to work for a well-established company that values your contribution, supports your personal development and challenges you to do your absolute best for our learners.

THE POSITION

The role involves leading the day-to-day delivery of a comprehensive front of house provision and a learner services support hub for the Coleg y Cymoedd, Rhondda campus. It is a fast paced, demanding role which will suit someone who enjoys both forward planning and possesses the wherewithal to tackle immediate, unexpected demands from all internal and external customers.

The role requires a flexible, solution focused individual who can expertly manage a team of multi skilled staff, work closely with, and deputise for the Director of Learner and Campus Services, to ensure a quality, customer focused, front facing service is always available.

The role encompasses liaising closely with the other Learner & Campus Services Managers to ensure that the College and the campus are always presented in the best possible light, to all people, liaising and co-operating with a range of college teams, dealing directly with learners and their parents and/or guardians.

The ideal candidate will be an experienced manager, who is highly organised, possesses a clear understanding of people management and motivation and someone who believes that they can make a real difference to our learner experience on site.

We anticipate that the role will interest a person who has the capability and commitment to lead a busy team, who has broad experience of multi-tasking, an eye for quality and time management, who thrives on running a demanding office, organising or overseeing events whilst encouraging participation from staff and learners.

THE COMPANY

It is a very exciting time for Coleg y Cymoedd – outcomes for learners have improved significantly, with examples of sector leading practice in some schools, and both academic and vocational programmes achieving outcomes in line with national comparators. We have made a significant investment in the estate, which includes two new campuses at Aberdare and Nantgarw, and a number of industry specific centres of excellence supported by a range of high-profile employers.

The college's success would not be possible without the dedication and commitment of our employees and the Learner and Campus Services team work hard to ensure that Coleg y Cymoedd is a good place to work.

KEY RESPONSIBILITIES

- **Manage the provision of Learner and Campus Services to learners, staff and guests.**
- **Manage staff in Learner & Campus Services to assure operational efficiency and effectiveness of the team.**
- **Deputise for the Director of Learner and Campus Services as appropriate**
- **Manage the processes for administering learning grants (including WGLG, EMA), transport services, travel expenses, free meals, nursery provision, learner ID badges**
- **Collaborate with the other college leaders to organise and support college recruitment, enrolment and induction activities**

- Manage and implement the campus wellbeing and enrichment programme(s) (e.g. BOOST) and, where appropriate, learner-led support groups
- Manage and administer external funding streams, such as Sports Wales grant funding and period dignity, for the benefit of learners
- Manage the learner voice forum
- Attend and administer disciplinary meetings in conjunction with the Director of Learner and Campus Services
- Manage and oversee administration duties in the Learner and Campus Services office
- Responsibility for overseeing finance within Learner and Campus Services. This will include but not limited to the holding and monitoring of the budget in conjunction with the Director of Learner and Campus Services, cashiering, purchase order processing and goods received.
- Support the Director of Learner and Campus Services to make efficient use of resources on a campus including room / space utilisation
- Attendance at and participation in the Compliance and Health, Safety & Wellbeing Committee meetings.
- Identify accommodation and estates related issues in conjunction with Director of Learner and Campus Services, Estates, Health & Safety, IT and academic managers
- Overseeing the administration of Learner & Campus Services including Reception, Reprographics, internal and external mail and the provision of administration support to the Director of Learner and Campus Services
- Local Examinations administration (Rooms and distribution of certificates etc)
- Managing the process of Commercial room hire, including liaising with external clients, site services and catering facilities in order to ensure a quality customer service
- Working with others to create and maintain a safe, clean and professional College environment

WHAT WE OFFER

The college offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our staff make to our success and growth. To name but a few, you will have access to:

- Final salary pension schemes
- Free on-site parking on all our campuses
- Discounted leisure membership
- Employee Assistance Programme (EAP)
- Generous annual leave entitlement
- Family friendly policies
- Access to free Wi-Fi and Microsoft Office 365
- Staff recognition awards
- Opportunities for development

WHY YOU SHOULD APPLY

- Competitive salary
- Industry specific centres of excellence
- Award winning college and team
- Very competitive benefits package
- Excellent opportunities for growth and development

RECRUITMENT SCHEDULE

The closing date for applications is **Wednesday 19TH January 2022 at 12:00PM** (shortlisted candidates to be advised on Friday 28TH January 2022). **If you do not hear from the college by Friday 28TH January 2022, you should assume that your application has been unsuccessful on this occasion.**

If you are shortlisted and would like the interview to be conducted in Welsh, please contact jobs@cymoedd.ac.uk

Please note: The college would normally obtain references before applicants are invited to interview.

HOW TO APPLY

Please complete all parts of the application form and return it to jobs@cymoedd.ac.uk

Please ensure you use the **Job Description** and **Person Specification** to explain how your skills, experience and attributes make you suitable for the post. A full employment history is required, including details of any gaps in employment. **Please do not include a CV.**

If you wish to the post the application instead, please send to:

**The Human Resources Department,
Coleg y Cymoedd,
Rhondda Campus,
Llwynypia,
Tonypany,
RCT,
CF40 2TQ**

For an informal discussion about this post please contact Carolyn Donegan to arrange a mutually convenient time to speak. 01443 663 250 / Carolyn.Donegan@cymoedd.ac.uk

For more information on the college take a look at our [Website](#), [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#).

RIGHT TO WORK IN THE UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

DATA PROTECTION

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

CRIMINAL CONVICTIONS

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

EQUALITY AND DIVERSITY

We recognise the benefits of a diverse workforce – we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

SPECIAL REQUIREMENTS

If you require any reasonable adjustments to enable you to either apply for this post or to participate in the interview process, please contact jobs@cymoedd.ac.uk

