Experiential Learning and Workplace Skills Coordinator

Overview

Bader International Study Centre, located at historic Herstmonceux Castle, East Sussex, is the overseas campus of Queen’s University, Canada. The campus occupies a 600-acre estate, including a range of academic, residential and recreational facilities. Our dedicated faculty and staff provide exceptional academic programming for undergraduate and postgraduate students from Canada and around the world. We also serve as a venue for international conferences and meetings. Our wholly owned trading subsidiary, Herstmonceux Castle Enterprises Limited, is responsible for running the gardens and grounds, corporate events and other functions.

The BISC is committed to employment equity, inclusion and diversity and supports fair treatment and opportunity for all. No job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Experiential Learning department

The Experiential Learning department consists of five members of staff; one Experiential Learning Manager, one Assistant Experiential Learning Manager and three Experiential Learning and Workplace Skills Coordinators.

Salary: £18,000 pro rata

Working hours: Full time, fixed term
### Job Description

#### Main purposes of job

The ELWSC will work with the Experiential Learning team assisting faculty with Experiential Learning planning to ensure workplace skill development for all year groups of undergraduate students.

#### Main duties

- To incorporate activities that improve or develop personal and work-related skills into new or pre-existing experiential learning opportunities (ELOs) that highlight international workplace differences.
- To assist faculty in incorporating these ELOs into their teaching and assessment, as well as with the EL program planning and logistics.
- To develop learning objectives that will serve and support students in their future careers.
- To connect the ELOs to program learning objectives.
- To incorporate transferable employability skills development into related assignments and activities.
- To research both on-campus and off-site opportunities for students to develop skills both for specific career paths and transferrable to employment more generally.
- To implement assessment and evaluation techniques.
- To assist in promoting a positive living and learning experience for students, both on campus and off.
- To comply with current Health & Safety at Work Law.

#### Key results/objectives

- To create and supervise itineraries for Experiential Learning Opportunities under the guidance of the Experiential Learning Manager.
- To produce in timely fashion bookings and administrative documentation related to the Experiential Learning/Workplace Skills program.
- To supervise the development of and oversight for the Risk Management Plan for the term, and in the application of risk management for each Experiential Learning event.
- To participate in the regular evaluation and assessment of the Termly Plan for Experiential Learning.
- To maintain appropriate financial records for those Experiential Learning Opportunities on which they take the lead.
- To undertake such other duties as may reasonably be required.
- To develop and enable job-shadowing and simulated workplace experiences for students on campus and within our network of partner institutions and companies.
- To lead and accompany students on field study trips and tours within the UK and the continent; it should be noted this will necessarily involve non-traditional hours, including evenings and weekends.
- To work with students to develop their reflective capacity on their developing skillsets.
- To provide tracking, record keeping and administrative support.

#### Reporting to

Assistant Experiential Learning Manager
# Person Specification

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<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>Bachelor’s degree.</td>
<td>Ability to communicate in French and/or other European language.</td>
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<td>Skills/competencies</td>
<td>Strong administration skills.</td>
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<td>Knowledge and experience</td>
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<td>Study abroad or independent travel experience abroad.</td>
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<td>Special attributes</td>
<td>Enjoys working with students.</td>
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<td>Personal qualities</td>
<td>Strong oral and written communication skills.</td>
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<td>Other</td>
<td>Right to work in the UK.</td>
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<td>Successful completion of an enhanced DBS check (for non-UK nationals, a local Police Department check).</td>
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