



Mentoring Coordinator

Reference: 0304-23

Salary: Grade 7, £28,929 to £34,315 per annum depending on experience.

Contract Type: Fixed Term (Maternity Cover, 12 Months)

Basis: Full Time (36.5 hours per week)

Job description

Job Purpose:

As part of the Learning Development Centre (LDC) team you will build and maintain collaborative working relationships with students, staff, and external partners to provide high quality transition and mentoring support for Aston University students.

The post holder will support the implementation of Aston's Education Strategy and Access and Participation Plan through providing high quality support for learners as they transition through their chosen programme of study to graduate employment. Through the development of professional and graduate mentoring programmes, LDC projects, and community building initiatives you will impact positively on student transition, belonging, continuation, and success.

Main duties and responsibilities

- Support the implementation of Aston's Education Strategy and Access and Participation Plan through providing high quality mentoring programmes for learners as they transition through their chosen programme of study.
- Coordinate the professional and graduate mentoring programmes, including recruitment and increasing participation, training, matching, relationship management, ongoing support, and collating data.
- Produce and develop physical and online resources to support and promote mentoring programmes including for the website and virtual learning environment.
- Initiate, develop and sustain strong positive relations with both internal and external partners to meet the needs of Aston students and taught programmes.
- Work collaboratively with the mentoring team to grow mentoring and community building projects/LDC initiatives for student transition and success.
- Support the LDC with the implementation of peer assisted learning (PAL) programmes across Aston's Colleges.
- Work collaboratively and pro-actively with the Students' Union and student partners to develop and organise activities for students.
- To organise and deliver events for stakeholders (including induction, Mentoring Celebrations, networking meetings).
- Raise awareness and profile of the LDC and its activities to Aston students and staff, through contribution to and implementation of the LDC Communications Strategy, including managing social media channels.
- To participate in relevant University meetings/committees and quality enhancement activities as appropriate.
- Participate and contribute to relevant external organisations and networks, to disseminate good practice and promote the work of the LDC and Aston University.
- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- To engage in other tasks and responsibilities associated with the grade of the post as identified and agreed by the Head of the Learning Development Centre.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
 - ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
 - ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
 - ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
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Person specification

	Essential	Method of assessment
Education and qualifications	<p>Undergraduate degree (or equivalent experience)</p> <p>Evidence of continuing professional development</p>	Application form
Experience	<p>Experience of supporting students in a higher education environment in a related field (peer mentoring/professional mentoring).</p> <p>Experience of working in collaborative partnerships.</p> <p>Experience of managing projects and working on own initiative.</p> <p>Experience of designing and delivering training to small and large groups (including online and face-face).</p> <p>Proven ability to apply experience to meet the needs of diverse student groups.</p> <p>Experience of collecting and using data and feedback to inform and enhance practice.</p> <p>Experience of communicating and promoting activities and/or a service to successfully engage stakeholders.</p> <p>Up to date knowledge of issues related to widening participation and enabling success for diverse students in higher education.</p>	Application form and interview
Aptitude and skills	Excellent communication skills, including fluent spoken and written English	Application form and interview

	Essential	Method of assessment
	<p>Competence in working online, including the use of virtual learning environments (such as BlackBoard).</p> <p>Excellent presentation skills.</p> <p>Ability to organise and prioritise workload to achieve work objectives</p> <p>Work cooperatively with team members and contribute to the development and achievement of team goals.</p> <p>Ability to communicate effectively with stakeholders (internal and external) and develop effective working relationships.</p> <p>Good IT skills – including MS Office packages (including MS Teams) and internet use.</p>	

	Desirable	Method of assessment
Education and qualifications	Mentoring or coaching qualification.	Application form
Experience	<p>Experience of developing/supporting peer mentoring programmes – including recruitment, matching and training.</p> <p>Experience of supporting peer assisted learning programmes</p> <p>Experience of using social media and online approaches for marketing and promotion purposes.</p> <p>Experience of organising stakeholder focused events</p>	Application form and interview

	Desirable	Method of assessment
	<p>Experience of developing online materials and resources.</p> <p>Experience of using BlackBoard VLE and Microsoft Teams.</p>	
Aptitude and Skills	Knowledge and understanding of the employability skills and needs of undergraduate students.	Application and interview

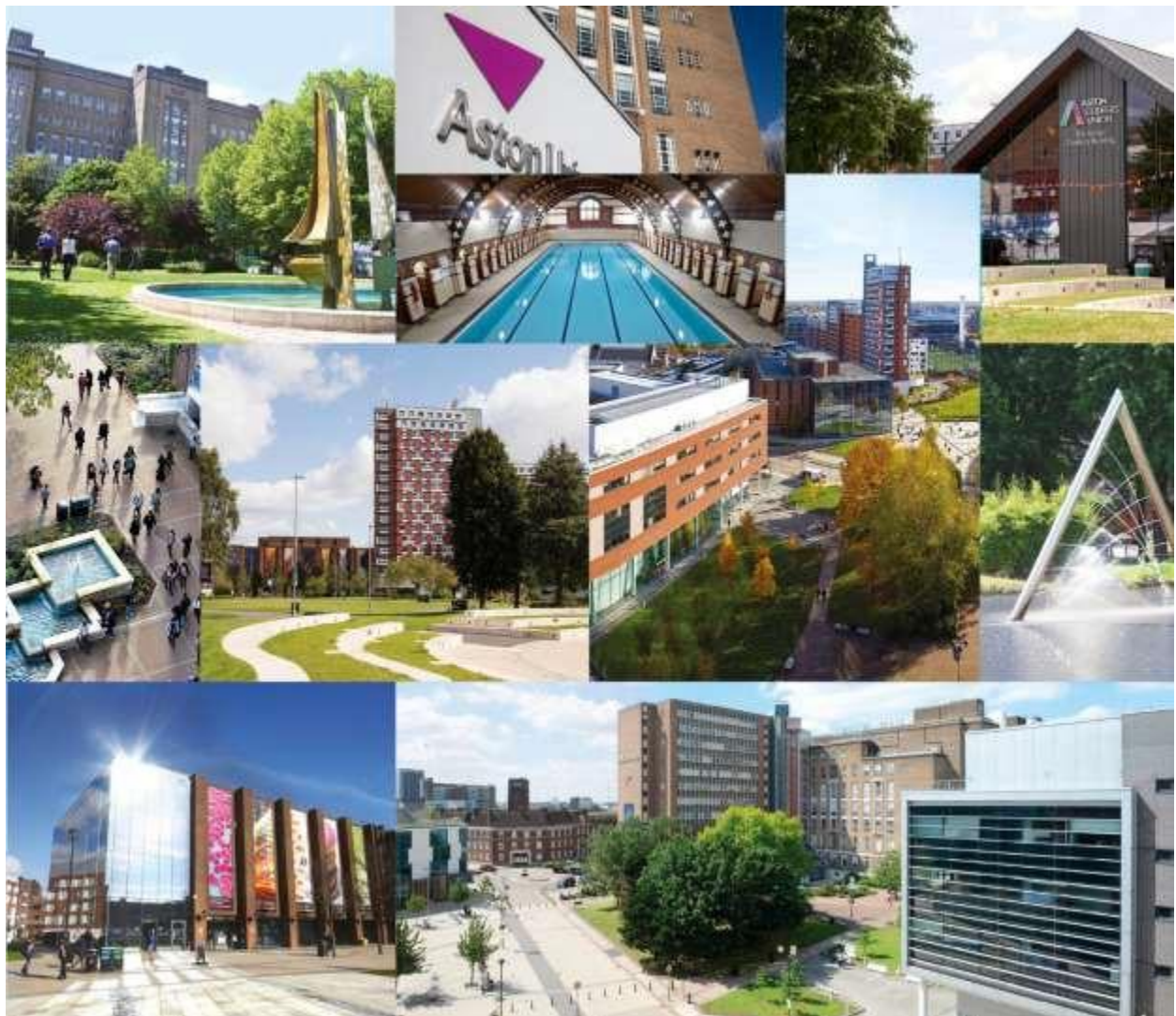
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Ellen Pope

Job Title: Head of the Learning Development Centre

Email: e.l.pope@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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