

# Internal Work Experience Lead



**OPPORTUNITY**

Where change  
gets real.



**Reference: 1029-25**

**Grade: 7**

**Salary: £31,236 to £36,636, per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full time**

## Job description

### Job Purpose:

The Careers and Placements team is seeking a proactive and experienced stakeholder engagement professional to join us at a pivotal time. As Internal Work Experience Lead, you will oversee and strengthen relationships with internal University stakeholders to generate high-quality project work for Aston's internal placement and internship programmes.

You will play a central role in coordinating Aston's internal student work experience opportunities by sourcing suitable projects, building sustainable partnerships with academic and professional service colleagues, and ensuring a consistent pipeline of internships and placements.

### Main Duties/Responsibilities

- ▶ Promote the internal work experience offer by raising awareness of student, graduate, and postgraduate employment opportunities, engaging stakeholders through meetings and workshops, collaborating with academic and professional service teams, and delivering clear, consistent communication across multiple channels to increase participation and outcomes.
- ▶ Develop and maintain internal stakeholder relationships, building awareness and understanding of Aston's internal work experience programmes. Consult with colleagues across the University to source and allocate project work to the relevant placement or internship scheme, including the Postgraduate Guaranteed Internship Scheme (PGIS), the Student Project Office (SPO), the Graduate Project Office (GPO), and traditional year-long placements.
- ▶ Act as the primary point of contact for internal stakeholders offering student employment opportunities, ensuring smooth communication, accurate documentation, and a positive experience for all parties.
- ▶ Lead the management and matching process of the Postgraduate Guaranteed Internship Scheme (PGIS), including gathering student preferences, liaising with host teams, organising shortlisting activities, and ensuring a high-quality experience for both students and stakeholders.
- ▶ Coordinate the postgraduate internship matching process by collecting and analysing student preferences, managing timelines, supporting host teams with role descriptions, and providing shortlisting guidance.
- ▶ Oversee administrative and logistical processes relating to internal matching, including role advertising, application management, AI-supported matching, interview scheduling, and progress tracking.
- ▶ Collaborate with student-facing colleagues to ensure students are well-prepared to engage with internal opportunities and receive appropriate support throughout the internship experience.
- ▶ Liaise with the Postgraduate Employability Advisor on student issues or concerns, working proactively to resolve problems and mitigate potential dropouts.

- ▶ Work closely with academic departments and internal project teams to identify upcoming opportunities, support hosts with internship planning, and ensure alignment with programme objectives.
- ▶ Maintain accurate records of internal internships and placements using University CRM systems (e.g., Aston Futures or other databases), producing regular updates and reports for stakeholders.
- ▶ Support continuous improvement by reviewing and refining internal processes, enhancing efficiency, transparency, and the overall student and stakeholder experience.
- ▶ Contribute to Careers and Placements events and activities, representing and promoting internal opportunities.
- ▶ Ensure compliance with relevant legislation, including GDPR, employment law, and health and safety regulations.
- ▶ Develop and lead the promotion of internal offers in collaboration with the Student Engagement Team (SET), ensuring impactful messaging and effective campaigns.
- ▶ Undertake other reasonable duties as required by the Employability Projects Manager and the Head of Placements.

#### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Educated to A level or equivalent, or relevant experience in a similar coordination or stakeholder-facing role.</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of coordinating recruitment or internship processes, ideally including shortlisting or matching candidates to roles.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Experience of delivering excellent customer service to a wide range of stakeholders, both remotely and in person.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Experience of managing relationships with internal and/or external stakeholders, including resolving issues and maintaining engagement over time.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Experience of organising and managing administrative processes to support recruitment, internships, or employability initiatives.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Experience of maintaining or using a CRM system, database, or application platform for managing recruitment or engagement activities.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Experience of working to targets or KPIs and delivering outcomes in a deadline-driven environment.</li> </ul>	Application form and assessment day

	Essential	Method of assessment
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Strong organisational and coordination skills, with the ability to manage multiple processes and timelines simultaneously.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Ability to analyse data (e.g. student preferences or application outcomes) to support effective decision-making and improve processes.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Excellent interpersonal and communication skills, with the ability to engage and influence a range of stakeholders including internal departments, students, and project hosts.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Able to work independently and collaboratively as part of a cross-functional team.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Excellent team working skills and ability to be flexible and adaptable to changing needs of the service.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Proactive and solutions-focused, with the ability to take ownership of a process and make continuous improvements.</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Strong IT skills including MS Office (Excel, Word, Outlook), and confidence learning new platforms or systems (e.g. AI tools, CRM, applicant tracking systems).</li> </ul>	Application form and assessment day
	<ul style="list-style-type: none"> <li>▶ Comfortable handling sensitive information in line with GDPR and internal policies.</li> </ul>	Application form and assessment day

	Essential	Method of assessment
	<ul style="list-style-type: none"> <li>▶ Ability to balance fairness and transparency in managing student and stakeholder expectations during recruitment/matching.</li> </ul>	Application form and assessment day

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Further qualifications related to employability, recruitment, or business engagement.</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of working in a higher education or similar environment delivering employability or placement-related services.</li> </ul>	Application form and interview
	<ul style="list-style-type: none"> <li>▶ Familiarity with postgraduate student needs and the UK higher education landscape.</li> </ul>	Application form and interview
	<ul style="list-style-type: none"> <li>▶ Experience using social media or internal communications tools to promote opportunities or services.</li> </ul>	Application form and interview
	<ul style="list-style-type: none"> <li>▶ Experience of supporting or coordinating internal or cross-departmental projects.</li> </ul>	Application form and interview
	<ul style="list-style-type: none"> <li>▶ Experience working with diverse populations or international stakeholders.</li> </ul>	Application form and interview

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



### Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



### Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



### Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



### Inclusion

We treat everyone in our community equally and how they would like to be treated.



### Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## 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 23.59pm 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 [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Kuljit Sanghera

Job Title: Employability Projects Manager

Email: [k.sanghera3@aston.ac.uk](mailto:k.sanghera3@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@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:** [Benefits and Rewards | Aston University](#)

**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:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

### **Academic Technology Approval Scheme (ATAS):**

If you will conduct research in your role and you apply for a Skilled Worker or Temporary



Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

## **Before you start and Right to Work**

### 90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

## **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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