

# PART 1 – TO BE COMPLETED FOR ALL ROLES



**Co-ordinator: Hub for SUCCESS (Support for University and College for Care Experienced in South-East Scotland)**

## Role Description

<b>Grade &amp; Salary:</b>	Grade 5 Part-time (0.6FTE 21.75 hours per week) fixed-term
<b>Campus Location:</b>	329 High Street Edinburgh City Council with travel required across region
<b>Line Manager:</b>	HUB Manager
<b>Line Management Responsibility for:</b>	Student Ambassadors
<b>Organisational Structure:</b>	<input type="checkbox"/> Tick to confirm attached
<b>Role Summary:</b>	The Hub Coordinator will support the Hub Manager in delivering a service that inspires, encourages and supports care-experienced people to pursue post-school educational opportunities. The Coordinator will likely have experience working with vulnerable young people in an education setting or in another relevant sector.

### Main Duties and Responsibilities

➤	Provide an open, caring, responsive and accessible service for users which is sensitive to their particular needs.
➤	Assist the Manager in identifying opportunities and engaging with partners and stakeholders.
➤	Provide the administrative support necessary to deliver programmes and workshops, including coordinating participation from partner organisations.
➤	Coordinate and manage a small team of student ambassadors, ensuring ambassadors are properly trained and prepared.
➤	Organise and, where appropriate, deliver training to stakeholders.
➤	Develop materials and manage the Hub's online presence.
➤	Provide secretariat support to the Advisory Board.
➤	Deputise for the Manager as necessary
➤	To work in line with the University's values and behaviours

➤	To be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. <a href="#">Data Protection</a> , <a href="#">Information Security</a> and <a href="#">Records Management</a> .
➤	To undertake duties as may reasonably be requested and that are commensurate with the nature and grade of post.

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INVESTOR IN PEOPLE

## Hub Coordinator Person Specification

Attributes	Essential Requirements	Desirable Requirements
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>A degree or equivalent work experience</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of care sector and challenges faced by care experienced people</li> <li>Knowledge and understanding of working in the education sector</li> <li>Experience of planning and organising workshops</li> <li>Experience of gathering, collating and interpreting data to inform decision making</li> <li>Experience of disseminating findings to a wide range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working collaboratively with academic staff</li> <li>Experience of successfully contributing to implementation and delivery in the context of widening participation for care experienced people</li> <li>Ability to work on own initiative and with autonomy, creativity and flexibility</li> <li>Experience of monitoring and evaluation work and producing reports detailing this information</li> <li>Experience of designing and delivering consultation activities with hard to reach groups</li> </ul>
<b>Skills/Personal Requirements</b>	<ul style="list-style-type: none"> <li>Ability to understand and empathise with needs of care experienced people</li> <li>Ability to establish good working relationships with a wide spectrum of individuals and organisations</li> </ul>	<ul style="list-style-type: none"> <li>A commitment to understanding the unique needs of the care experienced population</li> <li>An understanding and commitment to Children and Young People's Rights</li> <li>Commitment to flexible working and changing</li> </ul>

Attributes	Essential Requirements	Desirable Requirements
	<ul style="list-style-type: none"> <li>• Excellent interpersonal, communication and organisational skills</li> <li>• Excellent numeracy, analytical and report writing skills</li> <li>• Excellent word processing and IT skills, including Excel</li> <li>• Enthusiastic and self-motivated, with the ability to show initiative</li> <li>• Commitment to care experienced students, the quality of their experience, and to their success now and in the future</li> <li>• Commitment to high service standards</li> <li>• Available to work pre-determined occasional evenings and weekends.</li> </ul>	<p>plans should immediate need arise</p> <ul style="list-style-type: none"> <li>• Experience of supporting and coaching trainee staff</li> <li>• Passionate and committed to creating opportunities for transformational change for care experienced people.</li> </ul>

