

Role Description

Role Title: Campus Community Lead x4	Pay Grade: MS2: £39,496 - £44,464 per annum – pro rata for part time positions
Normal Place of Work: 1 x South Bristol Skills Academy (BS14), 1 x College Green Centre (BS1), 1 x Ashley Down Centre (BS7), 1 x Parkway and Advanced Engineering Centres (BS34). With frequent travel across our various college centres.	Line Manager: Head of Student Experience
Normal Working Hours: 1 x Full Time, Permanent, South Bristol Skills Academy (BS14), 1 x Full Time, Permanent, College Green Centre (BS1), 1 x Part Time 0.5, 1 X Permanent, Ashley Down Centre (BS7), 1 x Part Time 0.5, Permanent, Parkway and Advanced Engineering Centres (BS34) Please Note: The part time positions can be taken up individually or combined to make a full-time position.	Responsible For: Site Security Officer (at South Bristol Skills Academy, and College Green), Enrichment co-ordinator (as applicable)

ROLE PURPOSE

This exciting position has a broad and critical role within the College. The Campus Lead is a lead College advocate and ambassador for our learners and has responsibility for overall campus community cohesion and environment.

This role will spearhead the development of local community connections, develop the College site as a community asset, ensure effective communication and cohesion within the campus, manage alumni relationships, and lead or support site-based events. The Campus Community Lead will also maintain consistent and effective student behaviour management in line with the College's Student Code of Conduct, Positive Attendance Behaviour and Commitment to Study (ABC) policy, and Trauma-Informed policy. Additionally, the role involves developing and promoting innovative and impactful Sustainability and Equity, Diversity, and Inclusion (EDI) initiatives. The Campus Community Lead role will play a crucial role in fostering a vibrant, inclusive, and sustainable campus environment.

The role will see you working closely with colleagues and students throughout the organisation to foster a culture of high-quality customer service, flexibility and responsiveness, in line with the College's high aspirations for learners.

The post-holder will support the Head of Student Experience in the delivery of all relevant targets, in line with the agreed strategic plan.

As the Campus Community Lead, you will be responsible for developing and nurturing strategic community related partnerships with external and internal stakeholders to support our organisation's mission and community initiatives. You will play a pivotal role in identifying partnership opportunities, fostering relationships, and ensuring collaborative efforts that drive positive social impact and community engagement.

PRINCIPAL ACCOUNTABILITIES

1. Ensure a calm and orderly environment throughout all campus work and communal spaces **by providing a consistent and effective approach to ensuring high standards of student behaviours and attitudes**

across the campus in line with the CoBC student code of conduct, Positive ABC policy, and Trauma Informed policy. The role will cultivate and lead a dynamic campus community culture grounded in mutual respect and high aspirations.

2. To be a **visible presence** around the campus, setting and modelling expected routines and effective behaviour management. To work with staff and students throughout the College to secure sustainable improvements in attitudes and behaviour through the use of innovative, impactful and evidence-based initiatives. To develop restorative practices across the College to support behaviour improvement and improve relationships between students and staff.
3. To work with individuals and groups of students to develop positive relationships, behaviours, and attitudes, and implement a high quality, inspirational **enrichment programme**.
4. Lead in the development and expansion of **local community links** to ensure College buildings are positive community assets and that they generate income for the College. In addition, ensure that students are supported to become empowered community participants and community leaders.
5. Act as **Equality, Diversity and Inclusion and Sustainability champion** for the campus. Leading innovative, engaging and impactful initiatives in collaboration with external and internal stakeholders to ensure organisational objectives are met.
6. Events management for student facing events e.g. overseeing Graduation, futures fairs etc

Key Relationships

All posts within the College require a high degree of team working. In particular, the post holder will need to develop and maintain key relationships, including:

Strategic Leadership Team	To maintain effective relationships with leadership colleagues To advise in a timely fashion of all threats to delivery, achievement and all quality indicators and to work with senior colleagues on appropriate corrective actions whilst ensuring continuous improvement in the long term
College Leadership Team	To work effectively with all members in a way that is consistent with the College values
College Students	To set and model high expectations for student behaviours and attitudes consistent with the student code of conduct
External Customers and Partners, including employers, community groups, and parents	To enhance the reputation of the college as a provider of choice and to utilise community, student and partner feedback to inform the college's future curriculum strategy. To generate new business and growth and maintain and develop existing relationships.
Schools and universities	To share information and engage potential students and progressing students in an impartial dialogue about future options and routes to employment through education and training in partnership with Schools Liaison

Generic management responsibilities

- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To represent and promote the College brand values internally and externally; acting as an ambassador on behalf of the College

- To actively promote and adhere to agreed College values
- To engage in a leadership role in change management, promoting innovation
- To actively promote and act at all time in line with the College wellbeing focus for your direct reports providing signposting and support in line with College guidance
- To act as a spokesperson for the College to various media as and when required
- To contribute to delivering the College's internal communications strategy, playing a leadership role in ensuring that communications are high quality and that our workforce is respected
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To engage in implementing changes, promoting innovation
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values.

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Safeguarding

City of Bristol College is committed to safeguarding children and vulnerable adults. All new employees to the College are required to complete and obtain an enhanced DBS disclosure.

General

This job description is for your information and is a non-contractual document. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Qualified to degree level or equivalent professional qualification		✓	AF/Cert
Qualified to level 3	✓		AF/Cert
Post Graduate professional qualification		✓	AF/Cert
A specialist qualification in Teaching, Welfare, Youth Work, or related field or equivalent work experience	✓		AF/Cert
Safeguarding experience/qualification		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Successful track record of motivating a wide range of young people and managing challenging behaviour underpinned with experience of successfully setting and monitoring high standards of behaviour	✓		AF/IV
A broad knowledge and understanding of the key national and local issues affecting participation and achievement in post-16 education	✓		AF/IV
Experience of engaging with, and positively and transparently responding to, student voice feedback	✓		AF/IV
Experience of engaging with and responding to the needs of community groups and/or external partners	✓		AF/IV
Track record of successfully setting and monitoring high standards of behaviour, and an understanding of quality principles and practices in Further Education	✓		AF/IV
Experience of leading / developing innovate student enrichment activities	✓		AF/IV
Experience of leading / developing innovate and impactful staff CPD activities	✓		AF/IV
SKILLS AND ABILITIES			
A strong people-centred vision for developing a trauma informed and impactful campus community culture and environment	✓		AF/IV
Confident networker who can initiate and enable internal and external partnerships to effectively build reputation and position the College positively with the community	✓		AF/IV
Good oral and written communication skills	✓		AF/IV
Excellent interpersonal and networking skills	✓		AF/IV
Good planning and organisation skills	✓		AF/IV
Strong team leadership skills and ability to motivate and inspire others to reach organisational goals	✓		AF/IV
Good analysis, problem solving and decision-making skills	✓		AF/IV
Good numerical and verbal reasoning skills	✓		AT
Ability to use IT at a level commensurate with job role	✓		IV

Ability to work flexibly, including evenings and weekends to meet the demands of the flexible delivery models and business needs as from time to time required	✓		IV
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***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV

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Assessed via interview

Cert

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Certificate checked at interview