**Durham University**

**Job Title:** Placement Year Assistant

**Department:** Careers & Enterprise

**Location:** Durham, County Durham - hybrid working available

**Salary:** Grade 3 - £10.00 Per Hour

**Contract Type:** Fixed Term, full time (35 hours per week, Monday – Friday)

**Closing Date:** 12-May-2023, 11:59:00 PM

The Careers & Enterprise team is excited to present a brand-new Placement Year opportunity for any eligible Durham University student to develop their skills and experience within our team.  This is an ideal opportunity for a student who wants to stay in Durham during their third year and gain experience in both student engagement and business development within a Russell Group institution.

You will receive full training and will be supported on an ongoing basis by your allocated manager and team members.

You will work within a team of higher education professionals using mainly Microsoft Office and other data management applications in helping to gain insight into the local and national job markets.  You will have the opportunity to putt your social media and communications skills to use in networking and contributing to developing relationships with local employers and increasing student engagement.

You will help to create attractive marketing materials in both digital and print media, and will be able to get involved with research and report writing, impact and evaluation exercises, and projects to prioritise and empower the employer and student voice.  This role is ideal for a student who is considering a career in higher education administration or business development.

The role is for approx. 52 weeks, attracting a salary of £18,212 plus 27 days holiday and excellent benefits.
For further information on the position or to arrange an informal discussion please contact Stephen Nash, Employment Support Co-ordinator on Stephen.P.Nash@durham.ac.uk

**The Department**

Careers & Enterprise (C&E) is a dynamic and developing team, operating across the university through subject departments, colleges, societies, and industry facing initiatives to support the development and progression needs of students.  It aims to help them meet the challenges and opportunities of the constantly developing employment market, and become the leaders and innovators of the near future.

**Job Purpose**

The placement student will be a fully integrated member of the Careers team and work alongside colleagues who will be developing and delivering a focussed SME strategy which aims to support the team to work with small and medium sized businesses (less than 250 people).  With support from the wider team, specific responsibilities include:

* Contributing to a cross-team working party to assist with the development of a team-wide SME engagement strategy
* Carrying out desk-based research to understand the benefits of work experience and employment in SMEs for all key stakeholders
* Gather and collate data and information for others to use for evaluation and decision making.
* Contribute to marketing and promotion of the project offer to businesses and students
* Creating case studies of students and businesses to assist with promotional activity
* Assisting with the management and promotion of internship/work experience focussed information resources and templates
* Any other tasks as deemed appropriate to the role

**Person Specification**

**Essential:**

* A current Durham University student who is eligible to undertake a Placement Year as a part of their degree\*
* Awareness of the services offered by the Careers & Enterprise centre and the importance of work experience
* Good oral and written communication skills
* Good IT skills, including use of Microsoft Office
* Good organisational skills and experience of managing time in order to meet deadlines.
* Experience of carrying out research
* Ability to solve problems as part of a team and resolve straightforward issues.
* Ability to work on your own initiative and proactively suggest service and process improvements
* Interest in and experience of social media and marketing, specifically Facebook, Twitter, and Instagram

**Desirable:**

* Appreciation and understanding of graduate recruitment and employability issues.

**Additional Information**

To apply, please submit a CV, cover letter and accompanying application table outlining how your skills and experience meet the person specification outlined above.