



JOB DESCRIPTION

Job Title:	Employer Engagement Officer
Department / Unit:	Careers Service, Student and Academic Services
Job type	Full-time, Permanent
Grade:	RHUL 5
Accountable to:	Employer Engagement and Communications Manager
Accountable for:	n/a
Purpose of the Post	
<p>The Careers Service at Royal Holloway is responsible for delivering a wide range of employability services to all students and recent graduates to improve graduate destinations. The new College Strategy re-emphasises the importance of employability and graduate outcomes, and confirms the Careers Service as a core team.</p> <p>This role will have responsibility for new and existing streams of employer engagement and will work with other staff and student assistants to ensure that events and other activities are managed effectively.</p> <p>The main purpose of the post is to support the Employer Engagement and Communications Manager with particular focus on employer engagement and the delivery of events.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. Coordinate and deliver the annual programme of events <ul style="list-style-type: none"> ○ Develop and maintain relationships with employer and alumni partners as appropriate ○ Research and collate employer information to feed back to the team to assess suitability of relationships. ○ Collaborate with Careers Service colleagues to ensure that departmental requirements are considered. ○ Oversee delivery of nominated events and campaigns. 2. Oversee the marketing of events and post-event PR. Work with the college's Internal Communications staff to develop effective marketing processes which maximise event attendance and engage with targeted groups. 3. Document new procedures and regularly review existing procedure documentation. 	

4. Work with student assistants to ensure effective support is established and maintained.
5. As a member of the Association of Graduate Careers Advisory Services (AGCAS), the Institute of Student Employers (ISE), Bright Network and the Good & Fair Employers Club, participate in meetings, events, training and projects appropriate to this grade.

Other Duties

The duties listed above may be varied from time to time as dictated by the changing needs of the College. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Colleagues from Student & Academic Services
- Academic colleagues
- Professional Services colleagues
- Students' Union
- External networks and contacts