

## JOB DESCRIPTION

<b>Job Title:</b>	Employability Coordinator (Experiential Learning)
<b>Department / Unit:</b>	Careers and Employability
<b>Job type</b>	Part Time, Permanent - Professional Services
<b>Grade:</b>	RHUL 6
<b>Accountable to:</b>	Employability Consultant (Skills Development)
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>The postholder will play a vital role in supporting students to develop the skills, experience, and confidence needed to enhance their employability through experiential learning opportunities. Working within the University's Careers Service, the postholder will facilitate and promote a range of hands-on learning experiences, including work-based projects, internships, volunteering, and other co-curricular activities that build career readiness.</p> <p>Reporting to the Employability Officer, this role will support skills development ensuring the effective implementation of experiential learning initiatives enhancing student engagement and industry connections. This role will collaborate with academic departments, employers, and external partners to embed employability-focused initiatives that enhance student career prospects.</p> <p>In addition, the postholder will also deliver information, advice, and guidance (IAG) services, including one-to-one careers support, workshops, and integration of experiential learning within the curriculum.</p>	
<b>Key Tasks</b>	
<p><b>Experiential Learning</b></p> <p>To develop, coordinate and promote experiential learning initiatives, including internships, placements, industry projects, and volunteering opportunities.</p> <p>To Work with academic departments to integrate experiential learning within the curriculum.</p> <p>To support the delivery of employability-related workshops, skills development sessions, and events focused on practical industry experience.</p> <p><b>Employer and Stakeholder Engagement</b></p> <p>To build and maintain relationships with employers, industry partners, and community organisations to create new opportunities for students.</p> <p>To liaise with internal and external stakeholders to enhance student access to experiential learning.</p>	

To support employer-led initiatives, networking events, and panel discussions to connect students with industry professionals.

### **Data Reporting**

To monitor student participation in experiential learning activities and assess their impact on employability outcomes.

To Collect and report on student feedback, employer engagement, and the effectiveness of employability initiatives.

To support the Careers Service in evaluating and enhancing experiential learning provision based on evidence and best practices.

To utilise data insights to tailor work-based learning, business simulations, volunteering – social impact work, peer mentoring and entrepreneurship across academic schools based on sector trends and graduate outcomes.

### **Careers Guidance and Student Support**

To provide to-one and group-based IAG (information, advice, and guidance) to students and graduates engaging in experiential learning activities.

To deliver careers education workshops both centrally and integrated within curriculum on skills development and workplace readiness.

To support students in reflecting on their experiences, to articulate their learning and career development ensuring they maximise opportunities for skills development.

To deliver targeted support for key student groups, including underrepresented cohorts and international students.

To develop resources and digital content to support students in career decision making, job applications and skills development.

To support the Employability Consultant (Skills Development) in providing data insights to develop experiential learning initiatives within the curriculum.

To work in collaboration with the wider Career Service to support the development of volunteering, placements, enterprise and employer engagement initiatives.

To support the Careers Service in meeting compliance and accreditation requirements.

To support widening participation and Equality, Diversity, and Inclusion to ensure accessible and inclusive career opportunities for all students.

As a member of the Association of Graduate Careers Advisory Services (AGCAS) participate in meetings, events, training, and projects appropriate to this grade.

Maintain quality information, advice and guidance standards associated with Matrix accreditation.

### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other 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 including Egham and London campuses.

#### **Internal and external relationships**

To represent Royal Holloway to external audiences: prospective students, graduate employers, corporate clients and partner organisations.

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

**Careers teams** – Employer Engagement and Communications, Placements, Enterprise, Volunteering

**Academic Schools**

**Student Journey** – Student Success, Student Life, Student Admin

**Students' Union**- Membership services, clubs and societies, inclusive and academic communities

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Employability Coordinator (Experiential Learning)

**Department:** Student Success

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to degree level or equivalent.	x		Application form
Relevant professional qualification in CEIAG (Careers Education, Information advice & guidance) and employability.	x		Application form
Awareness of employer expectations, industry trends, and the graduate labour market.	x		Interview
Knowledge of experiential learning principles and their application in FE / HE or similar setting.	x		Interview
Demonstrable commitment to the principles of widening participation and EDI (Equality, Diversity, and Inclusion) in employability.	x		Interview
<b>Skills and/or Abilities</b>			
Excellent attention to detail	x		Interview
Strong digital literacy and IT proficiency with the ability to use a range of online platforms and software to design and deliver interactive online careers education.	x		Interview
Excellent written, and verbal communication skills, with the ability to present data insight reports to diverse audiences.	x		Application form /interview/presentation
Ability to design and support work-based learning.	x		Interview
Ability to thrive in a fast-paced environment and adapt to changing priorities.	x		Application form / Interview/presentation
Strong project management.	x		Interview

Problem solving and Initiative.	x		Interview
<b>Experience</b>			
Experience in delivering careers and employability support within an educational or training environment.	x		Application form/ Interview
Experience in coordinating work-based learning opportunities	x		Application form/ Interview
Experience in mentoring or coaching learners.	x		Application form / Interview
Experience in developing and integrating experiential learning strategies within curriculum.	x		Application form / Interview
Experience in supporting diverse student populations within a careers, employability, or education focused role.	x		Application form / Interview
Ability to engage and collaborate effectively with a range of stakeholders to deliver impactful experiential learning initiatives.	x		Application form / Interview
<b>Other requirements</b>			
Ability to work occasionally on evenings and weekends and across London and Egham campus.	x		Interview
This is an on campus, student facing role to ensure effective delivery of employability services.	x		Interview