

Sotheby's INSTITUTE OF ART

JOB DESCRIPTION

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| Position Title: | Careers Services Co-ordinator |
| Location: | Sotheby's Institute of Art - London |
| Reports To: | Director of Career Services |
| Contract: | Permanent |
| Role: | Part-time, three days a week |
| Salary: | Range - £26-£28k p.a. at 1.0 fte (£15.6 -£16.8k at 0.6fte) |

JOB PURPOSE/OBJECTIVE OF THE ROLE:

This position will assist in the delivery of Careers Service events, employer engagement and placement administration to enhance the student experience at Sotheby's Institute of Art. The post will be involved in initiatives such as event organisation including employer and alumni talks, liaising with employers to advertise upcoming vacancies, placement opportunities and adherence information management pertaining to placement activity. The post-holder will also respond to enquires and provide administrative support to the Careers Director. The post-holder will have the opportunity to work with some key organisations and will gain a greater understanding of how the private and public art world sectors operate.

KEY DUTIES AND RESPONSIBILITIES:

1. To work as an integral part of the Careers Service to support the management of vacancies, collaborative opportunities and internships.
2. To support the organisation, project management, administration, marketing and quality of employer facing services and events including:
 - Evening and daytime employer presentations and employability events
 - Video conference presentations and employer led skills sessions
 - Employers conducting recruitment interviews on campus
3. To provide event organisation and administrative support to the Director of Careers Services in the delivery of key events including a significant programme of employability fairs.
4. To work productively with all Sotheby's Institute of Art - London staff in support of employer engagement.
5. To proactively engage with Institute alumni as part of employer and employability event scheduling and information gathering.
6. To manage the administrative support to employers seeking to offer opportunities to Institute students and graduates via the online vacancy portal (College Central).
7. To assist the Director of Careers Services in the administration management of intra-curricular placement activity.

8. To be responsible for all administrative systems ensuring they adhere to best practice within Higher Education contexts and that all monitoring information is accurately recorded.
9. To ensure that all online platforms including Canvas and CRM systems are effectively maintained with high levels of accuracy.
10. To be responsible as the administrator for the careers online portal, providing 'super-user' support for all internal and external stakeholders.
11. To deliver and facilitate presentations to small and larger groups of students, staff and employers.
12. To engage with potential new employers in procuring new opportunities for Institute students and graduates.
13. To provide excellent customer service for all internal/external stakeholders and all users of the Careers Services.
14. Provide support and information to the Director of Careers for the strategic development of the Careers Services.
15. To undertake any training identified by the Careers Director that will enhance and support Careers delivery.

General Duties and Responsibilities

1. To work within and actively support the equality and diversity policies and practices of Sotheby's Institute of Art - London.
2. To ensure communications systems and practices support effective management arrangements and promote good relations with staff, students and external stakeholders.
3. To work within a framework of effective governance, ensuring compliance with relevant regulations, legislation/policies and procedures.
4. Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the SIA's business without altering the nature or level of responsibility involved.

Person Specification

Post Title: Careers Services Co-ordinator

| <i>Attributes</i> | <i>Essential Requirements</i> | <i>Desirable Requirements</i> |
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| Education/ Qualifications | A good degree in any subject area or relevant qualifications or experience. | |
| Experience/ Knowledge | <p>Experience in a business / customer facing environment</p> <p>Ability to communicate to a range of different audiences.</p> <p>Ability to give presentations to small and large groups of students, staff and employers.</p> <p>An ability to work on a number of given projects at any one time prioritising workloads accordingly.</p> <p>An ability of establishing excellent working relationships with national employers and organisations and also SME's.</p> | <p>Proven experience in any of the following areas:</p> <ul style="list-style-type: none"> • Higher Education • Project management • Sales and marketing • Training and recruitment services <p>Knowledge of the graduate recruitment market</p> <p>Some experience of project management.</p> <p>Understanding of the QAA Review process</p> |
| Skills/Personal Requirements | <p>Excellent verbal and written communication skills.</p> <p>Excellent organisational and time management skills.</p> <p>Ability to prioritise tasks and manage a number of activities simultaneously.</p> <p>Excellent interpersonal skills, particularly persuasion, negotiation, listening and the ability to develop rapport.</p> | |

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| | <p>Demonstrable abilities to be flexible and adaptable within a dynamic working environment</p> <p>Excellence in collaborative working with both internal and external stakeholders and partners.</p> <p>Excellent administrative skills.</p> <p>Excellent and proven customer services</p> <p>Ability to work to very tight deadlines, whilst retaining accuracy and attention to detail.</p> <p>Ability to work on own initiative.</p> <p>Good working knowledge of Microsoft Office, including Word, Excel, PowerPoint and updating webpages.</p> <p>Ability to work with CRM databases to maintain accurate records for reporting purposes.</p> <p>Willingness and ability to work occasional evenings.</p> | |
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Please note the following:

1. **Applicants must be eligible to work in the UK**
2. **Please submit both your CV and a covering letter for this position. The covering letter should detail your interest in this role and the relevant skills and knowledge you feel you can bring to the role and to the Institute.**
3. **Please submit all documents to this email address: vacancies@sothebysinstitute.com**
4. **Please state in your email where you have seen this role advertised.**

****Please note**:**

Deadline for applications is: 9 March 2017

Interviews to be held on 20 March 2017

Updated February 2017