

J O B D E S C R I P T I O N F O R M

JOB TITLE	Development Officer, Office of the Deputy Pro-Vice Chancellor (Student Experience)	
BUDGET CENTRE	Student Services	
DIVISION/TEAM	Student Services	
INFORMAL ENQUIRIES TO	Name	Julie Gilson
	Email	j.a.gilson@bham.ac.uk
	Phone number	0121 414 3305
SALARY	Band 500 - £13.68 per hour (inclusive of 12% holiday pay)	
INTERNSHIP DURATION	5 weeks	
FULL TIME/PART TIME	Part time – 20 hours per week	

Job Summary

The new DPVC (Student Experience), Dr Julie Gilson, is undertaking a full review of welfare tutoring provision and academic/personal tutoring provision around the campus, with a view to establishing and coordinating a fully integrated 'Pastoral Care Network' at the University of Birmingham. This job would require the candidate to work with Dr Gilson to formulate a full report and strategy for bringing together the different strands of pastoral care with the multiple agencies within Professional Services from around the University.

Main Duties

Item	Duties	%
1	Collect and collate outstanding information from departments, schools and colleges pertaining to the pastoral care provision of students and create templates for monitoring an integrated network	25
2	Contribute to the preparation, writing and delivery of a Report on an Integrated Pastoral Care Network and proof read this and related documents	25
3	Draft and send communications to internal colleagues, external colleagues and/or students	25
4	Work with IT Services to create and test web-based information regarding pastoral care	25

Knowledge, Skills, Qualifications & Experience Required

	Essential	Desirable
Knowledge, Skills and Experience	<ul style="list-style-type: none">• Studying a University of Birmingham undergraduate course in either the first, second or penultimate year of study;• Strategic thinking & perspective to question and reflect on the materials gathered;• Organisational understanding & communication, for the dissemination of new information and best practice	<ul style="list-style-type: none">• Leading change and contributing ideas to the development of a more holistic pastoral care network;• Working collaboratively with colleagues from a range of departments and units, as well as writing reports and collating materials independently.

Communication skills

<u>Contact</u>	<u>Purpose/skills required</u>
Academic Services staff	Julie Gilson (DPVC)
Staff across the wider University	Student Services team (especially Welfare) and the Guild

How to apply

All applications must be made online through the Worklink website (www.worklink.bham.ac.uk) with the submission of a CV and covering letter. The deadline for applications is **Sunday 6 March 2016**. Applications must be submitted in a **Microsoft Word format file only (not in PDF)**.

Please note that interviews are scheduled to take place at some point between 31 March and 8 April 2016. Shortlisted applicants are required to be available during this period.