

JOB DESCRIPTION
GROW YOUR FUTURE COMMUNITY ASSISTANT
Vacancy Ref: [Click here to enter text.](#)

Job Title: GROW Your Future Community Assistant	Present Grade: 4S
Department/College:	Careers and Employability Service
Directly responsible to:	Careers Widening Participation Manager
Supervisory responsibility for:	n/a
Other contacts Internal: Other GROW Your Future and Careers Team members, Lancaster Success Programme (LSP) Team, academic departments and professional staff within Faculties, Colleges, Student and Education Services, Lancaster University Students' Union, Lancaster students, Employment and Recruitment Service. External: Prospective students and their parents, Lancaster alumni, external stakeholders.	
Job Purpose: The GROW Your Future Community Assistant will support the Careers and Employability Service working closely with colleagues across the team. This is a varied and interesting role, and duties will include supporting the GROW Your Future community, liaising with students, and assisting with projects within the team. Major Duties: - Supporting colleagues in the GROW Your Future team, by coordinating the logistics for projects and activities, including the monitoring and enhancement of student participation. - Act as first point of contact for enquiries, either by telephone, email, MS Teams, or in person. - Provide good customer service for current students, academic departments and prospective students. - Support the GROW Your Future team by managing a number of unsupervised tasks, including processing careers bursary applications, and sign-ups to the GYF Community. - Provide administrative and logistical support for the GROW Your Future team during the planning and delivery of events and activities delivered both online, and on and off campus such as our Connections events. - Complete impact and evaluation tasks, such as pre-and post-data analysis, and call campaigns. - Support the work of the GROW Your Future team to identify, through promotional and recruitment activities, eligible students to engage in GROW Your Future activities such as Capital Connections, Micro Internships, and other projects, liaising with those who may be interested before the application window. - Maintain and develop productive relationships with colleagues across the University. - At all times to carry out your responsibilities with due regard to the University's code on Equality and Diversity, University Health and Safety Codes of Practice and Child Protection Policy. - Undertake further training and development where relevant.	

- Support division-wide priorities wherever appropriate, such as recruitment and admissions events.
- Any other duties appropriate to the role as required by the Line Manager or Head of Department.