JOB DESCRIPTION
Postgraduate Careers Coach
Vacancy Ref: A2832

<table>
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<tr>
<th>Job Title:</th>
<th>Postgraduate Careers Coach</th>
<th>Present Grade:</th>
<th>7</th>
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<tr>
<td>Department/College:</td>
<td>Lancaster University Careers Service, Student and Education Services</td>
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<td>Directly responsible to:</td>
<td>Careers Consultant with specialist focus on PGT Provision</td>
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<td>Supervisory responsibility for:</td>
<td>None</td>
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Other contacts

Internal: Head of Faculty Engagement and Curriculum Development, Faculty Engagement Team, Director of Employability, Careers Service colleagues, LUMS Careers; academic and professional service colleagues across the university, colleagues across Student and Education Services, partner institutions, Lancaster University Students Union.

External: National and International Graduate Employers, professional bodies inc. AGCAS, ASET and ISE, Alumni.

The Role:

The main purpose of the role is to continue to make a significant impact on the employability of Lancaster University postgraduate students and recent graduates as measured by destination data and employer and graduate surveys. The role holder will provide careers support to students on our Postgraduate Taught programmes across the University and work with recent graduates from PGT programmes to provide career coaching. The post holder will form part of the Faculty Engagement Team in Careers, engaging with PGT students as part of the curriculum, through 1:1 information, advice and guidance and through extra-curricular workshops and interventions.

Major Duties:

1. To provide careers information, advice, guidance and coaching to current students on PGT programmes and recent alumni supporting them in developing appropriate career plans to enable students to successfully compete in the graduate labour market and secure positive destinations. To provide coaching through face to face appointments and via telephone/Skype/online as necessary.

2. To design and deliver innovative postgraduate careers education to be delivered in person and online as part of the curriculum and as development activities. To develop online learning resources for PGT students and alumni, enhancing and supporting face to face delivery.

3. To work with colleagues to contribute to the continuous development of careers provision, including the development of accredited provision across the Faculty, extra-curricular workshops, events, drop-in clinics and employer engagement activities for PGT students.

4. To be responsible for communicating and promoting PGT employability provision to students and academic colleagues across the university to increase take-up of service provision with the aim of impacting positively on destinations data and increasing the numbers of PGT students engaging with relevant careers service provision.

5. To work with the programme teams to maximize contact with students and alumni including helping to establish systems to manage and develop relationships with PGT alumni to enable ongoing contact with alumni.
6. To work collaboratively with colleagues in Careers Service, LUMS Careers, and faculty business partnerships and internships teams with specific focus on PGT provision to enhance, develop and promote services for PGT students and alumni.

7. Contributing to the collection, analysis and dissemination of student destination information, utilizing internal networks with colleagues in Careers to provide information, impacting positively on employability rankings.

8. Work collaboratively with colleagues involved in producing HECSU funded research project with a focus on motivations of postgraduate students, with the aim to develop a PGT Careers and Employability support guide.

9. To keep up to date with employment trends, recruitment practices, developments in the graduate labour market and professional and ethical requirements. To reflect on practice and develop materials accordingly.

10. Any other duties as required by the post.