

**Graduate Business Partnership (GBP) 2021**

**The Graduate Business Partnership is a project-based placement scheme organised by the University of Exeter. The scheme places recent graduates with local organisations for between 8 weeks and up to 23 months. During the placements the graduate receives training from the University.**

**Application process:**

You can apply to any of the placements by submitting an [application form](http://ex.ac.uk/bqu) to internships@exeter.ac.uk for each vacancy detailing your suitability to the project. Your application form will be forwarded to the host organisation. If they are interested in you they will then contact you directly and arrange an interview.

Graduates from any UK university with the right to work in the UK may apply.

**We respectfully request you do not apply for these roles directly with the employers as this will result in a lack of information for internship agreements and may mean the University loses revenue from a management fee.**

Below are the projects we are currently advertising. Please check the website for any updates: <http://www.exeter.ac.uk/careers/internships/gbp/>

**GBP 5461 Engagement and Campaign Support Officer X2**

**Location:** Remote Working & Exeter

**Salary:** £19,217 per annum

**Closing Date:** Wednesday 7th April 2021

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| **Internship Scheme and Reference Number:**  |
| GBP 5461 |
| **Job Title:**  |
| Engagement and Campaign Support Officer X2  |
| **Workplace Address:**  |
| Innovation Centre, Streatham Campus and Remote Working |
| **Advertisement Closing Date:**  |
| 7/4/2021 |
| **Interview Date:**  |
| 22/4/2021 |
| **Internship Start Date:**  |
| 4/5/2021 |
| **Internship End Date:**  |
| 29/10/2021 |
| **Working Hours and Pattern:**  |
| 36.5hrs per week |
| **Salary:**  |
| £19,217 per annum, pro rata |
| **Job Summary:**  |
| Two graduates are sought as Engagement and Campaign Support Officers for the Innovation, Impact and Business at the University of Exeter. These posts will be working across Sector and Commercial Teams to support communications and campaigns focused on prioritised sectors, spanning interdisciplinary research strengths across all Colleges. Part of the GBP scheme, these are a 6 month graduate roles with an immediate start. The role is initially remote working and when permitted in the workplace in Exeter |
| **Job Description and Person Specification:** |
| **INTRODUCTION**Summary of Company/DepartmentRanked among the top 200 universities in the world, Exeter has become one of the UK’s fastest growing and fastest rising research universities. We are investing in the Directorate of Innovation, Impact and Business to drive forward our already strong relationships with business; grow our potential for significant impact; and galvanise regional innovation. Officers in IIB are responsible for supporting business engagement; impact development; research collaboration with industry and government partners; relationships with key partners including corporate partners; and other forms of income generation from businesses and other external partners. Often working within sector teams, Officers are responsible for helping the teams identify opportunities for impact and partnership development and to bring together internal teams and build external partnerships to work up proposals.**JOB DESCRIPTION**Purpose of RoleThis post will be working across Sector and Commercial Teams to support communications and campaigns focused on prioritised sectors, spanning interdisciplinary research strengths across all Colleges. You will work alongside experienced staff on internal and external advocacy and engagement utilising a range of communication platforms and resources.Duties and Responsibilities * Maintain internally and externally facing web pages and develop marketing information about a range of sector-focused activities and the University’s expertise and services for internal and external audiences.
* Plan and deliver campaigns across a range of digital and social media platforms.
* Produce written and visual materials for a range of audiences and communication channels.
* Liaise with internal and external stakeholders to maintain and develop new content for the Research and Innovation blog
* Support relationships with academics, college management, commercial organisations and funding bodies that will help to deliver a successful portfolio of Impact Innovation and Business engagements for the University.
* Undertake market research activity to support the planning of IIB’s activities.
* Represent IIB and the University in both internal and external interactions, underpinning the strategic objectives of the University.
* Ensure the delivery of excellent standards of customer service for both commercial and academic clients, and where complaints arise these are promptly and efficiently dealt with.
* Update and compile new resources for the internal IIB website

Training and Development opportunities* The University offers online and in-person learning and development opportunities, including mandatory online training in [Prevent Duty - Inclusive, Cohesive and Safe Universities](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/); [Equality and Diversity Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/); [Health and Safety Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/) and [Information Governance](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/).
* Plus GBPs are offered a ‘how to make the most of your internship’ introductory session, bespoke mentoring, work shadow and career consultancy opportunities.

Level of Support The graduate will have meetings with their line manager initially once a week, then progressing to once a fortnight – we are flexible according to the postholder’s needs.The University offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](http://www.exeter.ac.uk/staff/wellbeing/) plus GBPs are offered 1:1 support from the Internships Team.Other Benefits, Rewards and RecognitionThe university offers a wide range of [benefits, rewards and recognition](http://www.exeter.ac.uk/staff/benefits/), including flexible working, generous pension and holiday allowance of 39 days a year. There are plenty of opportunities in IIB to be engaged off campus with initiatives and projects**PERSON SPECIFICATION**Skills and Understanding* Exceptional communication skills across a range of platforms.
* Excellent word processing and IT skills, including knowledge of Word and Excel and Social Media platforms.
* Experience of website design or development
* Experience of design tools such MS Publisher, Adobe and Canva would be an advantage.
* Ability to work under pressure and to tight deadlines.
* Excellent organisational and time management skills.
* Ability to research, digest, analyse and present material clearly, concisely and creatively for internal and external audiences.
* Excellent interpersonal skills and client management.
* Be able to work on your own initiative.
* Excellent attention to detail.

Prior Experience * Use of social media platforms
* Project work that included communication and presentation skills

Behavioural Characteristics/ Personal Qualities and Attributes* Honesty
* Reliability.
* Working in a collegiate way across a range of different structures.
* Highly motivated
* Maintain confidentiality of commercial sensitive information

GBP Scheme Requirementso be eligible to apply and undertake a GBP role you must meet all of the following criteria:* achieved (or about the achieve) a full undergraduate degree (if you have a Masters or PhD you can apply)
* attended a British university or you were an ERASMUS student who time studying at a UK university
* graduated in the UK within the last 3 years of your most recent degree (we will consider extenuating circumstances of potential applicants that may have prevented them from undertaking a graduate role within 3 years of graduation).
* Right to Work in the UK for the duration of the GBP internship without the need for sponsorship and follow the ‌[Intern Guidance- Proving Right to Work the UK](https://www.exeter.ac.uk/media/universityofexeter/careersandemployability/Intern_Guidance_-_Proving_RTW_in_the_UK.docx).
* Residency in the UK for the duration of your GBP role
* You cannot undertake another GBP role if the contract length in total exceeds the maximum duration of 23 months working as a GBP.

We welcome all applicants and the diversity they bring, however current immigration legislation prevents the university to provide sponsorship certificates for GBPs, as they do not meet the criteria for a Tier 2 (General Visa) as explained on the [International Student Support webpages](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Finternationalstudents%2Fapplyingforavisa%2Fworkingvisas%2F%23a1&data=02%7C01%7CA.Searle2%40exeter.ac.uk%7Cce3aea9737b0420015e308d774edc14b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637106436799514833&sdata=OjvPj70NQfiBgrDPh7VbFMUfpd2H8%2BqTt6SfU0cpizQ%3D&reserved=0)The University of Exeter is committed to developing an environment which promotes equality of opportunity, values diversity and where staff can work free from discrimination and harassment. [You can find more details on the Equality, Diversity and Inclusivity webpages.](http://www.exeter.ac.uk/staff/equality/) The University of Exeter is a [Disability Confident Employer](http://www.exeter.ac.uk/staff/equality/disability/disabilityconfident/), committed attracting and recruiting people with disabilities, and retaining and supporting staff with disabilities.To undertake a GBP role you must achieve your degree. In the unlikely scenario where a degree is not awarded, the GBP hours may be reduced to 15hrs a week (for undergraduates) or 6hrs a week (for postgraduates) to enable to the graduand the capacity to successfully complete their degree. If the graduand fails their degree the GBP role will end early. |

**GBP 5442 Peer Support Officer**

**Location:** Remote Working & Exeter

**Salary:** £19,217 per annum

**Closing Date:** Thursday 8th April 2021

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| **Internship Scheme and Reference Number:**  |
| GBP 5442 |
| **Job Title:**  |
| Peer Support Officer |
| **Location:** |
| It is likely this role will commence as a remote working role, however the expectation is that as the situation allows the role will need to be campus based.  Appropriate risk assessments and return in line with Government and University COVID-19 policy will be ensured. |
| **Advertisement Closing Date:** |
| 8/4/2021 |
| **Interview Date:**  |
| 21/4/2021 |
| **Internship Start Date:**  |
| 10/5/2021 (or after exams and hand-in for finalists finishing his June) |
| **Internship End Date:** |
| 23 months after start date  |
| **Working Hours and Pattern:** |
| 36.5 hours per week |
| **Salary:**  |
| £19,217 per annum |
| **Job Summary:** |
| A Peer Support Officer is required by the University of Exeter. Based in Teaching, Quality, Assurance and Enhancement the role will support Peer Programmes with a particular focus on WP oriented schemes. This GBP role is for 23months and starts in May or after applicants’ finals. |
| **Job Description and Person Specification**: |
| The Academic Skills Team is based within Teaching, Quality, Assurance and Enhancement and delivers academic skills in the curriculum, one-to-one academic skills support, PGR to UG Maths & Stats and Writing Mentoring, and Peer Support. This role will focus on supporting Widening Participation (WP) activities in four main areas; * Organisational support for WP oriented peer schemes including mature, care leavers, estranged, etc.
* Supporting the organisation and delivery of inclusive UG Peer support events (social, networking, CPD, etc.)
* Supporting the development and marketing of online peer scheme resources aimed at WP (e.g. mature) students
* Assisting the peer support team to maintain peer scheme records, particularly for WP oriented programmes

**JOB DESCRIPTION****Purpose of Role:** This role is to support widening participation activities in the Academic Skills team in four main areas: 1. **Support the organisation and delivery of peer schemes for WP (e.g. mature) students** as part of the transition support for this group of students beginning programmes of study at the University.

*Duties may include:** Organising resources and guidance materials,
* Email and /or other communications
* Room bookings and catering,
* Liaising with other key stakeholders
* Taking minutes at meetings as required
* Attending and conducting observations of Peer to Peer sessions
* Keeping accurate records, create and manage databases for selected programmes
1. **Supporting the organisation and delivery of inclusive peer support events**

Support the organisation and delivery of :* 1. peer mentor debrief sessions
	2. an annual peer support awards event
	3. termly peer mentor networking and CPD events.
	4. peer mentor training sessions

*Duties may include:** Developing a booking template for presenting information to and permitting bookings by mentors
* Organise and prepare venues and administrative items for events.
* Liaise with College staff to make them aware of the initiatives and encourage engagement
* Source appropriate images, handling and logging licensing data as required
* Develop and implement Marketing Plans, in line with University and departmental guidelines, to ensure that students know about and can access the activities. This will involve liaising with Colleges and the Students’ Guild, and staff within Teaching, Quality, Assurance and Enhancement.
* Produce a brief report evaluating the effectiveness of the initiatives and providing recommendations for future developments
1. **Supporting the development and marketing of online peer scheme resources**; particularly for Widening Participation peer programmes (e.g. Mature, BAME and Care Leavers). Support may be for academics or students who organise and run the Programmes. You will also provide support for Peer Mentors.

*Duties may include:** Running focus groups to establish the specific support that particular groups of students would like
* Supporting the creation of marketing and promotion materials for peer learning
* Supporting the marketing of training sessions for Peer Mentors
* Working with the Academic Skills and Student engagement team, students and other stakeholders to create high quality video and other visually engaging content to promote and celebrate student peer schemes
* Contributing to and/or authoring high quality social media and/or blog posts to promote scheduled events and online content
* Supporting the organisation and marketing of celebration activities such as the Peer Mentoring Awards, and the Education Conference Exhibition
* Evaluating and reporting on the impact of interventions, and make recommendations for further developments
1. **Assisting the peer support team to maintain peer scheme records, particularly for WP oriented programmes**

*Duties may include:** Assisting with maintaining workflow records on electronic/internet based platforms
* Supporting mentors to complete their workflow
* Supporting student peer programme organisers to complete their workflow
* Assisting with maintaining peer related image banks and appropriate consent forms
* Assisting with updating the peer organisers hub
* Ensuring distribution lists are kept up to date

The post-holder will also be expected to undertake any other duties commensurate with this level of post and as required by the line manager.Training and Development opportunities* You will be trained in how to use T4, the web management system.
* You will be trained in how to use CareerHub the event management system used by the Career Zone
* You will be trained in how to use the video creation equipment and software used by the team

**PERSON SPECIFICATION****Essential Candidate Criteria:**Qualifications Graduate of a UK university within the last 3 yearsKnowledge & experience* Knowledge of website design
* Experience of marketing and publicity
* Experience of helping organise events

Skills & Attributes* Excellent communication skills, both written and oral
* Teamwork and collaboration
* Liaison and networking
* Planning and organising
* Initiative and problem solving
* Research and analysis
* Excellent time management and organisational skills
* Self-motivated and enthusiastic
* Punctual and reliable
* Creative and resourceful
* Good IT skills: Excel and Word

**Desirable Candidate Criteria:**Knowledge & experience* Knowledge of Student Engagement activities
* Participation in The Exeter Award or similar from other HEI
* Knowledge of T4 and Career Hub

Skills & attributesA passion for the ‘Exeter experience’ It is likely this role will commence as a remote working role, however the expectation is that as we head into term time the role will need to be campus based.  Appropriate risk assessments and return in line with Government and University COVID-19 policy will be ensured.**Scheme Eligibility**To be eligible to apply and undertake a GBP role you must meet all of the following criteria:* achieved (or about the achieve) a full undergraduate degree (if you have a Masters or PhD you can apply)
* attended a British university or you were an ERASMUS student who time studying at a UK university
* graduated in the UK within the last 3 years of your most recent degree (we will consider extenuating circumstances of potential applicants that may have prevented them from undertaking a graduate role within 3 years of graduation).
* Right to Work in the UK for the duration of the GBP internship without the need for sponsorship; provide evidence of the RTW before starting work and follow the [Intern Guidance- Proving Right to Work the UK](http://www.exeter.ac.uk/media/universityofexeter/careersandemployability/Intern_Guidance_-_Proving_RTW_in_the_UK.docx).
* Residency in the UK for the duration of your GBP role
* You cannot undertake another GBP role if the contract length in total exceeds the maximum duration of 23 months working as a GBP.

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**GBP 5458 Student Learning Support Officer**

**Location:** Remote Working & Exeter

**Salary:** £19,217 per annum

**Closing Date:** Thursday 8th April 2021

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| **Internship Scheme and Reference Number:**  |
| GBP 5458 |
| **Job Title:**  |
| Student Learning Support Officer |
| **Advertisement Closing Date:** |
| 8/4/2021 |
| **Interview Date:**  |
| 22/4/2021 |
| **Internship Start Date:**  |
| 20/7/2021 |
| **Internship End Date:** |
| 18/6/2023 |
| **Working Hours and Pattern:** |
| 36.5 hours per week |
| **Salary:**  |
| £19,217 per annum |
| **Job Summary:** |
| A Student Learning Support Officer is required by the University of Exeter. Based in Teaching, Quality, Assurance and Enhancement the role will support the Online Module Fair, the UG Research Showcase, marketing of online resources and support Peer Programmes for WP students. This GBP role is available immediately until 18/6/23 |
| **Job Description and Person Specification**: |
| The Academic Skills Team is based within Teaching, Quality, Assurance and Enhancement and delivers academic skills in the curriculum, one-to-one academic skills support, PGR to UG Maths & Stats and Writing Mentoring, and Peer Support. This role will focus on supporting Widening Participation (WP) activities in four main areas; * Organisational support for WP (e.g. mature) students study days
* Delivery of an UG Research Showcase and Online Module Fair in spring term to support presentation opportunity and enable equality of access to information to all students, particularly WP students
* Support for WP students to engage in learning activities offered by Study Zone and the Peer Support schemes (e.g. mature/BAME/Care Leavers)
* Supporting the development and marketing of online resources aimed at WP (e.g. mature) students

**JOB DESCRIPTION****Purpose of Role:** This role is to support widening participation activities in the Academic Skills team in four main areas: 1. **Support the organisation and delivery of Study Days for WP (e.g. mature) students** as part of the transition support for this group of students beginning programmes of study at the University.

*Duties may include:** organising resources and teaching materials,
* email and /or other communications
* room bookings and catering,
* liaising with other key stakeholders
1. **To organise activities that support students learning and development opportunities**
	1. **Support the organisation of an UG Research showcase** which supports students to present their UG research skills via a poster or abstract. The event needs to particularly support WP students and encourage greater engagement in this area of learning development.
	2. **Support the organisation of the Online Module Fair** which promotes the option of taking up to 30 credits outside of a student’s programme of study to all students who are entitled to do so. The fair needs to be of particular benefit to mature, part-time and distance learners to give them equality of access to information. The Fair will run for a fortnight in March.

*Duties will include:** Developing the existing template for presenting information to students, in the light of feedback from stakeholders
* Organise and prepare venues and administrative items for events.
* Liaise with College staff to make them aware of the initiatives and encourage engagement
* Use T4 to set up links to each discipline’s module information
* Use RSS Feeds to make the site accessible
* Use appropriate processes to maximize site optimisation
* Link to module information housed on the ELE
* Link to careers information housed on the Careers servers for additional advice and guidance
* Source appropriate images, handling and logging licensing data as required
* Develop and implement Marketing Plans, in line with University and departmental guidelines, to ensure that students know about and can access the activities. This will involve liaising with Colleges and the Students’ Guild, and staff within Teaching, Quality, Assurance and Enhancement.
* Produce a brief report evaluating the effectiveness of the initiatives and providing recommendations for future developments
1. **Support WP Students engage in learning activities**; particularly for learning and support activities offered by the Study Zone and peer programmes (e.g. Mature, BAME and Care Leavers).

*Duties will include:** Running focus groups to establish the specific support that particular groups of students would like
* Supporting the marketing and promotion of peer learning and Study Zone
* Supporting the organisation of training sessions for Peer Mentors
* Providing administrative support to the Peer Programmes, particularly where these are student-led
* Taking minutes at meetings as required
* Attending and conducting observations of Peer to Peer sessions
* Keeping accurate records, create and manage databases for selected programmes and activities
* Assisting with projects to create video and other media to promote and celebrate student engagement
* Supporting the organisation of celebration activities such as the Peer Mentoring Awards, and the Education Conference Exhibition
* Evaluating and reporting on the impact of interventions, and make recommendations for further developments
1. **Supporting the development and marketing of online resources** aimed at WP (e.g. mature) students

*Duties will include:** Working with Academic Skills Advisers and students to create high quality video and other visually engaging content to support online resources.
* Contributing to and/or authoring high quality social media and/or blog posts to promote scheduled events and online content
* Developing marketing materials in line with University and departmental branding guidelines, and liaising with the Design Studio

The post-holder will also be expected to undertake any other duties commensurate with this level of post and as required by the line manager.Training and Development opportunitiesYou will be trained in how to use T4, the web management system.You will be trained in how to use the records platform/event management system used by the Study Zone and peer schemesYou will be trained in how to use the video creation equipment and software used by the team**PERSON SPECIFICATION****Essential Candidate Criteria:**Qualifications Graduate of a UK university within the last 3 yearsKnowledge & experienceKnowledge of website designExperience of marketing and publicityExperience of helping organise eventsSkills & AttributesExcellent communication skills, both written and oralTeamwork and collaborationLiaison and networkingPlanning and organisingInitiative and problem solvingResearch and analysisExcellent time management and organisational skillsSelf-motivated and enthusiasticPunctual and reliableCreative and resourcefulGood IT skills: Excel and Word**Desirable Candidate Criteria:**Knowledge & experienceKnowledge of Student Engagement activitiesParticipation in The Exeter Award or similar from other HEIKnowledge of T4 and Career HubSkills & attributesA passion for the ‘Exeter experience’ **Summary of Scheme Eligibility- GBP**To be eligible to apply and undertake a GBP role you must meet all of the following criteria:* achieved (or about the achieve) a full undergraduate degree (if you have a Masters or PhD you can apply)
* attended a British university or you were an ERASMUS student who time studying at a UK university
* graduated in the UK within the last 3 years of your most recent degree (we will consider extenuating circumstances of potential applicants that may have prevented them from undertaking a graduate role within 3 years of graduation).
* Right to Work in the UK for the duration of the GBP internship without the need for sponsorship and follow the ‌[Intern Guidance- Proving Right to Work the UK](https://www.exeter.ac.uk/media/universityofexeter/careersandemployability/Intern_Guidance_-_Proving_RTW_in_the_UK.docx).
* Residency in the UK for the duration of your GBP role
* You cannot undertake another GBP role if the contract length in total exceeds the maximum duration of 23 months working as a GBP.

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**GBP 5370 Graduate Business Coordinator**

**Location:** Remote Working & Exeter

**Salary:** £19,300 per annum

**Closing Date:** Thursday 8th April 2021

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| **Internship Scheme and Reference Number:** |
| GBP 5370 |
| **Job Title:**  |
| Graduate Business Coordinator |
| **Workplace Address:** |
| Exeter, but during COVID working remotely. |
| **Advertisement Closing Date:**  |
| 8/4/2021 |
| **Interview Date:**  |
| 19/4/2021 |
| **Internship Start Date:** |
| 14/6/2021 (or sooner and once exams and hand-ins are complete) |
| **Internship End Date:**  |
| 13/12/2021 with likely longer-term contract for the right candidate |
| **Working Hours and Pattern:**  |
| Full-time |
| **Salary:**  |
| £19,300 per annum  |
| **Holiday allowance:**  |
| 25 days for FTE plus bank holidays |
| **Job Summary:** |
| A finalist or recent graduate is sought as a Graduate Business Coordinator, by Sensica, a Biotech Exeter-based company specialising in the reversal of cell aging. An exciting time to join this fast-growing start-up business, the role focusses on two areas 1.Coordinating the business & finance administration. 2. Business development research projects. This is a full-time graduate role is initially for 6 months, with a longer-term contract and progression opportunities across the business, for the successful candidate. |
| **Job Description and Person Specification:** |
| INTRODUCTIONSummary of Company/DepartmentSenisca is a biotech spinout company, founded in 2020, and based at the RILD building of the University of Exeter Medical School, Devon, UK. Our founders are world leaders in Molecular and Cellular biology, and have patent-protected a new innovation for the reversal of cell ageing. This innovation works by restoring the ability of cells to ‘fine tune’ the expression of their genes to rejuvenate aged cells. JOB DESCRIPTIONPurpose of Role1. To coordinate Senisca’s business & finance administration2. To lead on business development research projectsDuties and Responsibilities *Business and finance administration* * Be the first point of contact for Senisca, dealing with the initial enquiries and referring on more complex queries.
* Lead on the day-to-day email communication with various external suppliers and partner organisations.
* Oversee the grant claim form administration.
* Create and send invoices and purchase orders.
* Keep accurate finance records.
* Contributes ideas on how to improve existing office procedures and systems.

*Research projects*You will lead on up to 10 desk/secondary research projects to aid business development, including:* researching our global competitors in the senescence space
* researching upcoming grant funding opportunities
* relevant conferences to attend

Support, Training and Development opportunitiesYou will receive daily support and on the job training from Kirsty Semple, the Chief Operating Officer (COO) and Ben Lee, the Chief Technical Officer (CTO), specifically on:* Information needed to respond to enquiries
* Grant claim form administration process
* How to create an invoice and PO utilising the company’s software.
* Online banking for business

There will be progression opportunities in SENISCA after the initial 6 month period in any area of the business, for the righty candidate.Graduates are also offered a ‘how to make the most of your internship’ introductory session, career mentoring, work shadow and career consultancy opportunities from the University of Exeter. PERSON SPECIFICATIONAttainments/QualificationsA Graduate from any degree from a UK university on the last 3 years.Skills * Excellent communicator
* Team worker
* Organised and good at planning
* IT skills- particularly MS office and open to using

Behavioural Characteristics, Personal Qualities and Attributes* Highly motivated, quick to learn and works at pace.
* Ambitious, with a desire to climb the ‘management ladder’.
* Strong use of initiative.
* Enterprising and confident enough to contribute thoughts and ideas.

Scheme Requirements* Achieved (or about to achieve) a full undergraduate degree (if you have a Masters or PhD you can also apply)
* attended a British university or you were an ERASMUS student who has spent a year studying at a UK university
* Graduated in the UK in the last 3 years (from your most recent degree)
* Right to Work in the UK for the duration of the GBP internship without the need for sponsorship
* Residency in the UK for the duration of your GBP role

We welcome all applicants and the diversity they bring, however current immigration legislation prevents the university to provide sponsorship certificates for GBPs, as they do not meet the criteria for a Tier 2 (General Visa) as explained on the [International Student Support webpages](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Finternationalstudents%2Fapplyingforavisa%2Fworkingvisas%2F%23a1&data=02%7C01%7CA.Searle2%40exeter.ac.uk%7Cce3aea9737b0420015e308d774edc14b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637106436799514833&sdata=OjvPj70NQfiBgrDPh7VbFMUfpd2H8%2BqTt6SfU0cpizQ%3D&reserved=0)The University of Exeter is committed to developing an environment which promotes equality of opportunity, values diversity and where staff can work free from discrimination and harassment. [You can find more details on the Equality, Diversity and Inclusivity webpages.](http://www.exeter.ac.uk/staff/equality/)The University of Exeter is a [Disability Confident Employer](http://www.exeter.ac.uk/staff/equality/disability/disabilityconfident/), committed attracting and recruiting people with disabilities, and retaining and supporting staff with disabilities.To undertake a GBP role you must achieve your degree. In the unlikely scenario where a degree is not awarded, the GBP hours may be reduced to 15hrs a week (for undergraduates) or 6hrs a week (for postgraduates) to enable to the graduand the capacity to successfully complete their degree. If the graduand fails their degree the GBP role will end early. |

**GBP 5473 Graduate Data Administrator**

**(Equality, Diversity and Inclusion)**

**Location:** Remote Working & Exeter

**Salary:** £19,217 per annum

**Closing Date:** Wednesday 21st April, 2021

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| **Internship Scheme and Reference Number:**  |
| GBP 5473 |
| **Job Title:**  |
| Graduate Data Administrator (Equality, Diversity & Inclusion) |
| **Workplace Address:**  |
| Remote working until able to return to campus and then Hope Hall, Streatham campus |
| **Advertisement Closing Date:**  |
| 21/4/2021 |
| **Interview Date:**  |
| 29/4/2021 |
| **Internship Start Date:**  |
| 10/5/2021 (or asap as final exams and hand-in in May or June 2021) |
| **Internship End Date:**  |
| 12 months from start date |
| **Working Hours and Pattern:**  |
| 36.5 hours per week  |
| **Salary:**  |
| £19,217 |
| **Job Summary:**  |
| A Graduate Data Administrator (Equality, Diversity & Inclusion) is sought by the Human Resources Department at the University of Exeter. The role includes- liaising with data owners; creating data reports for committees including but not limited to Equality Groups for Race, Disability, Gender and Sexual Orientation) and University Inclusion Group; and Develop a calendar of events, taking into account the requirements of each of the external accreditations / charters. This role is part of the GBP scheme and for 12months. It will be remote working initially but when permitted the role will be based back in the office in Exeter. |
| **Job Description and Person Specification:** |
| **INTRODUCTION**Summary of Company/DepartmentWhen people feel included and are treated fairly and respectfully, they are more likely to perform better and recommend the University as a good place to work and study. Our aim is to encourage and support a diverse and inclusive environment that will attract the best staff and students and create a community that is fair and respectful and that we all want to be a part of.We provide professional advice, guidance and the tools to enable everyone working or studying at Exeter to take individual responsibility and help create an inclusive community.This is a great opportunity to work within the University’s Equality, Diversity and Inclusion team - <https://www.exeter.ac.uk/inclusion/contactus/>**JOB DESCRIPTION**Purpose of RoleTo support the University’s HR Strategy and Equality, Diversity & Inclusion (EDI) Vision 2025 with a specific focus on external EDI accreditation and charter applications (e.g. Athena SWAN Charter, Race Equality Charter Mark, Stonewall and Disability Confident) through the translation of staff, student and related data (quantitative and qualitative) from systems and other sources (e.g. surveys, feedback forms and focus groups) into accessible data which meets specific accreditation / charter criteria. The post holder will be able to work independently and liaise with different data owners / holders across the institution. Duties and Responsibilities 1. Liaising with data owners to collate data required for accreditations.
2. Extracting data from University systems and translating this into an accessible format which meets specific criteria requirements of external accreditations / charters.
3. Work with the Business Information team to ensure accurate data sets are available.
4. Creating data reports for committees including but not limited to Equality Groups for Race, Disability, Gender and Sexual Orientation) and University Inclusion Group.
5. Acting as first point of contact for data-related queries from Equality Groups.
6. Supporting accreditation / charter related Communication and Engagement activities to include the organisation and facilitation of focus groups; review of qualitative data; summarising findings and making recommendations.
7. Updating web information in line with requirements of the specific accreditation / charter.
8. Develop a calendar of events, taking into account the requirements of each of the external accreditations / charters.
9. Managing the EDI mailbox and delegating queries to appropriate EDI team members.

Training and Development opportunitiesThe role will be based within a small, supportive team of EDI experts who share a wealth of knowledge and experience. This would be a great opportunity for someone passionate about EDI who is keen to get some early career experience in the field. The university offers online and in-person learning and development opportunities, including mandatory online training in [Prevent Duty - Inclusive, Cohesive and Safe Universities](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/); [Equality and Diversity Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/); [Health and Safety Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/) and [Information Governance](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/). Plus GBPs are offered a ‘how to make the most of your internship’ introductory session, bespoke mentoring, work shadow and career consultancy opportunities.Level of Support Regular meetings with line manager and other key members of the team.The University offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](http://www.exeter.ac.uk/staff/wellbeing/) plus GBPs are offered 1:1 support from the Internships Team.Benefits, Rewards and RecognitionThe university offers a wide range of [benefits, rewards and recognition](http://www.exeter.ac.uk/staff/benefits/), including generous pension; holiday allowance of 39 days a year and a flexible approach to working patterns.**PERSON SPECIFICATION**Attainments/Qualifications*Essential:*Degree Level Education which has involved data and analysis skills or relevant extra-curricular experience e.g. Pathways to Data Analytics.Skills and Understanding*Essential:** A proactive self-starter, with the ability to work within a multi-site team-based environment under their own initiative, with some direct supervision
* An experienced user of Microsoft Office software especially Excel (and use of pivot tables)
* An ability to analyse and present quantitative and qualitative data to meet specific criteria
* An ability to work methodically within timescales, plan ahead and determine priorities
* Excellent communication skills (verbal and written)
* An ability to organise and facilitate focus groups
* An understanding of data protection and GDPR requirements

*Desirable:*Knowledge and understanding of EDI (specifically within the HE sector)Prior Experience*Essential:*Experience of analysing quantitative data with a keen eye for detail and high work qualityBehavioural Characteristics/ Personal Qualities and Attributes*Essential:*Aptitude for using initiativeAbility to deal with confidential information appropriately To be eligible to apply and undertake a GBP role you must meet all of the following criteria:* Achieved\* or about to achieve a full undergraduate, degree (or Masters or PhD).
* Graduated in the UK within the last 3 years of your most recent degree (we will consider extenuating circumstances of potential applicants that may have prevented them from undertaking a graduate role within 3 years of graduation).
* Attended a British university (or spent time studying at a UK university through ERASMUS)
* The University welcomes applications from all eligible applicants and in particular those from underrepresented groups. The University of Exeter is committed to developing an environment which promotes [equality of opportunity, values diversity and inclusivity.](http://www.exeter.ac.uk/staff/equality/)The University of Exeter is a [Disability Confident Employer](http://www.exeter.ac.uk/staff/equality/disability/disabilityconfident/), committed attracting and recruiting people with disabilities, and retaining and supporting staff with disabilities.
* Right to Work in the UK for the duration of the GBP internship without the need for sponsorship and follow the ‌[Intern Guidance- Proving Right to Work the UK](https://www.exeter.ac.uk/media/universityofexeter/careersandemployability/Intern_Guidance_-_Proving_RTW_in_the_UK.docx). Current immigration legislation prevents the university to provide sponsorship certificates for GBP roles, as they do not meet the requirements for a Tier 2 (General Visa) as explained on the [International Student Support webpages](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Finternationalstudents%2Fapplyingforavisa%2Fworkingvisas%2F%23a1&data=02%7C01%7CA.Searle2%40exeter.ac.uk%7Cce3aea9737b0420015e308d774edc14b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637106436799514833&sdata=OjvPj70NQfiBgrDPh7VbFMUfpd2H8%2BqTt6SfU0cpizQ%3D&reserved=0)
* Residency in the UK for the duration of your GBP role
* You cannot undertake another GBP role if the contract length in total exceeds the maximum duration of 23 months working as a GBP.
* \* To undertake a GBP role you must achieve your degree. In the unlikely scenario where a degree is not awarded, the GBP hours may be reduced to 15hrs a week (for undergraduates) or 6hrs a week (for postgraduates) to enable to the graduand the capacity to successfully complete their degree. If the graduand fails their degree the GBP role will end early.
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**GBP 5474 Project Support Officer**

**Location:** Remote Working & Exeter

**Salary:** £19,217 per annum

**Closing Date:** Sunday 9th May 2021

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| **Internship Scheme and Reference Number:**  |
| [GBP](http://www.exeter.ac.uk/careers/employment-services/recruit/internships/gbp/) 5474 |
| **Job Title:**  |
| Project Support Officer |
| **Workplace Address:**  |
| Initially remote working (in the UK), but then returning to the workplace on Streatham Campus, Exeter when restriction are lifted. Harrison 307 |
| **Advertisement Closing Date:**  |
| 09/05/2021 |
| **Interview Date:**  |
| 17/05/2021 |
| **Internship Start Date:**  |
| 14/6/2021 (or an earlier start date can be negotiated if you have completed your degree) |
| **Internship End Date:**  |
| 12 months from appointment date |
| **Working Hours and Pattern:**  |
| 36.5hrs a week |
| **Salary:**  |
| 19,217 per annum |
| **Job Summary:**  |
| A graduate is sought as a Project Support Officer for the College of Engineering, Maths and Physical. The role involves supporting colleges activity such as plan, co-ordinate and supervise the College inaugural lectures and Inspiring Science seminar series; and Administer (in conjunction with HR) the Academic mentoring scheme and events associated with it. This graduate role is part of the GBP scheme and is for 12 months. The role will be initially remote working, but returning to the office in Exeter when COVID restrictions ease. |
| **Job Description and Person Specification** |
| **INTRODUCTION**Summary of DepartmentThe College of Engineering, Mathematics and Physical Sciences (CEMPS) undertakes exemplary teaching and research across a number of complementary scientific disciplines. The areas of expertise cover Engineering, Mathematics, Computer Science, Physics and Astronomy at the Streatham Campus in Exeter, with Geology, Renewable Energy, Mining and Minerals Engineering at the Penryn campus in Cornwall. This role is within the CEMPS Executive Support team which is responsible for administrative and business support provision to academic leaders within the College Executive (Heads of Disciplines, Associate Deans, Director of College Operations and Pro-Vice-Chancellor and Executive Dean)*.* The team provides a crucial frontline support service to support the delivery of the College’s strategic education, research and global ambitions and is integral to the success of the College.**JOB DESCRIPTION**Purpose of RoleThis post was introduced to enable a positive step change in the level of support available through the SPT team and the office supporting their operations. The successful applicant will be responsible for the delivery of dedicated operational project activity. They will work closely with the existing Executive Support Team as well the Director of College Operations, Executive Officer and the wider Business Partner team to support them with College wide administrative projects.Duties and Responsibilities * Working closely with EMPS Senior Academic and Senior Professional Team
* Work closely with the Executive Officer and the Senior Executive Assistant support activities such as:
1. Manage the single source of data and keep these presentations up to date as data and intelligence becomes available
2. Administer the Health and Safety Walkabout Procedure for the College
3. Update and implement the College almanac
4. Administrative support to discipline Athena Swan submissions
5. Plan, co-ordinate and supervise the College inaugural lectures and Inspiring Science seminar series
6. Administer (in conjunction with HR) the Academic mentoring scheme and events associated with it
7. Maintain and update the College Intranet pages
8. Collate content and distribute the College Newsletter
9. Maintain and update the UDB and email lists for internal communications
10. Other projects as they become necessary
* Suggest and then implement new approaches as required
* With support, guidance and training the post holder will actively contribute ideas and suggestions that will add to the overall service levels available through the SPT Office
* Carry out any other duties and projects as required by your Line Manager, commensurate with the level of the post.
* There may be a requirement for occasional out-of-hours cover to support key events

This post will be fully supported by working with experienced staff and through access to the many training programs available at the University of Exeter. The post holder will also be offered a mentor who is an experienced member of the Professional Services Team working in the CollegeTraining and Development opportunitiesThe university offers online and in-person learning and development opportunities, including mandatory online training in [Prevent Duty - Inclusive, Cohesive and Safe Universities](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/); [Equality and Diversity Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/); [Health and Safety Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/) and [Information Governance](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/).Plus GBPs are offered a ‘how to make the most of your internship’ introductory session, bespoke mentoring, work shadow and career consultancy opportunities.Level of Support The university offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](http://www.exeter.ac.uk/staff/wellbeing/) plus GBPs are offered 1:1 support from the Internships Team.The University offers a wide range of [benefits, rewards and recognition](http://www.exeter.ac.uk/staff/benefits/), including generous pension and holiday allowance of 39 days a year. **PERSON SPECIFICATION**Skills and Understanding\* Excellent IT skills (MS Office, drop box etc.) with a very good understanding and relevant experience of using Office and SharePoint (or equivalent)\* Excellent interpersonal skills with the ability to build relationships with all levels of staff in a collaborative environment\* Numerate and confident in analysis, interpretation and the presentation of information \* Ability to work efficiently with competing priorities\* Excellent communication skills (written and verbal)\* Able to bring people on board with your suggestions and introduce change with support\* Logical and organised approach to work \* Able to positively and proactively address changing priorities, manage a complex workload effectivelyBehavioural Characteristics/ Personal Qualities and Attributes\* Can do attitude with a drive to improve and succeed \* Desire to take responsibility for actions and deadlines\* Friendly and a team player\* Confident and positive approach\* Analytical with ability to close attention to detail\* Keen to learn and develop\* Organised and structured\* Comfortable working and communicating with senior academics and professional service staff on a daily basis (with support)**Summary of GBP Scheme Eligibility**To be eligible to apply and undertake a GBP role you must meet all of the following criteria:* Achieved\*(or about to achieve) a full undergraduate degree (or Masters or PhD).
* Graduated in the UK within the last 3 years of your most recent degree (we will consider extenuating circumstances of potential applicants that may have prevented them from undertaking a graduate role within 3 years of graduation).
* Attended a British university (or spent time studying at a UK university through ERASMUS)
* The University welcomes applications from all eligible applicants and in particular those from underrepresented groups. The University of Exeter is committed to developing an environment which promotes [equality of opportunity, values diversity and inclusivity.](http://www.exeter.ac.uk/staff/equality/)The University of Exeter is a [Disability Confident Employer](http://www.exeter.ac.uk/staff/equality/disability/disabilityconfident/), committed attracting and recruiting people with disabilities, and retaining and supporting staff with disabilities.
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* Residency in the UK for the duration of your GBP role
* You cannot undertake another GBP role if the contract length in total exceeds the maximum duration of 23 months working as a GBP.
* \* To undertake a GBP role you must achieve your degree. In the unlikely scenario where a degree is not awarded, the GBP hours may be reduced to 15hrs a week (for undergraduates) or 6hrs a week (for postgraduates) to enable to the graduand the capacity to successfully complete their degree. If the graduand fails their degree the GBP role will end early.
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