



University
of Exeter

Career
Zone

Graduate Business Partnership



Graduate Business Partnership (GBP)

The Graduate Business Partnership scheme helps recent graduates to launch their careers with recommended employers in the Southwest.

Application Process

To apply for GBP roles, you will need to complete the [Internship Application Form](#) and email this to internships@exeter.ac.uk with the GBP reference number. Your application will be sent to the recruiting manager the day after the application closing date. If you need an update at any time, you can contact the Internships Team.

Check the [GBP website](#) for further information and to learn about the benefits available to Graduate Business Partners.

The Latest GBP Roles

[Click on the job title below to view the full details.](#)

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GBP 7999 Widening Participation Events & Activities Assistant

Location: Exeter
Salary: £28,029 per annum
Closing date: 5/1/2026

Internship Scheme and Reference Number:	
GBP 7999	
Job Title:	
Widening Participation Events & Activities Assistant	
Address of Faculty/Department:	
Innovation Centre 2, Rennes Drive, Exeter, EX4 4RN	
Workplace Address:	
This role will be hybrid with some home working.	
Advertisement Start Date:	Advertisement Closing Date:
5/12/2025	5/1/2026
Interview Date:	
January 2026	
Start Date:	End Date:
ASAP after interview	14/08/2026
Working Hours and Pattern:	
Full time (36.5 hours per week) year round	
Salary:	
£28,029 per annum	
Job Description and Person Specification:	
<p>Job Summary</p> <p>Working within the Access, Participation and Outreach Team, this full-time post will work alongside other team members to support the design and delivery of outreach events and activities on and off campus, including for example contributions to the University's fair access programmes, subject taster conferences, curriculum enrichment workshops, careers insight activity and residential programmes.</p> <p>You will be required to communicate with a range of key internal and external stakeholders and audiences in a variety of different activity formats. Stakeholders will include prospective students, teachers, parents/carers, employers, alumni, current under- and post-graduate students, and colleagues from Professional Services and University Faculties.</p>	

This role is part of the Graduate Business Partnership (GBP) scheme and is for 36.5 hours per week from January to August 2026. This role offers hybrid working where you can work remote and from Streatham Campus.

Key Dates

Closing Date: 5/1/2026

Interview Date: TBC

Start Date: ASAP

End Date: 14/8/2026

Pay/Salary: £28,029 per annum

Purpose of the Role

The focus of the role will be to help the University with its aim of attracting the best students to consider studying at Exeter irrespective of their background. This will be achieved by delivering high quality events for schools and target student groups as well as activities and resources to reach a national audience with content promoting the University's teaching and research excellence.

Duties and Responsibilities

- Assist the Outreach Officers and WP Coordinators in the design and delivery of accessible subject and/or student experience linked widening participation activities, events, and materials with the objective of supporting the University to make progress towards the priorities set by the sector regulator. This could include designing event programmes, coordinating and supporting speakers, producing and delivering, workshops, resources and presentations, creating content to support activity delivery and communications, liaising with attendees and monitoring engagement and evaluation.
- Support the planning of face-to-face and virtual events (including field trips and off-site activity) in support of the University's Access and Participation Plan and related targets. This may include delivering activity within agreed budgets, updating risk assessments and ensuring health and safety and safeguarding processes are followed.
- Develop a good working knowledge of relevant data sets which identify access challenges and how they are used to help support the annual activity action planning process for both specific subject areas and in support of specific unrepresented student groups
- Ensure events and activities are evaluated within the guiding evaluation framework preparing internal reports and recommendations, to enable continual review and ensure that best practice is shared.
- Develop a strong working knowledge of subject offerings and Faculty specialisms (to include research highlights, course entry requirements etc.), as well as key 'Information and Guidance' themes such as UCAS applications, personal statements, student finance, and Confirmation and Clearing.

- Supervise and manage the work of Student Ambassadors on a casual basis during events and projects.
- Maintain effective relationships with a range of key internal and external stakeholders, including academic staff, professional services, technical and other specialist staff to create, enhance, manage and deliver widening participation and outreach events and activities in line with the objectives and targets of the Access and Participation Plan, and undergraduate recruitment strategies.
- Maintain databases and spreadsheets, track activity spend against approved budgets, manage shared email inboxes, process paperwork to meet HSE and data evaluation requirements (e.g. risk assessment, HEAT, evaluation forms) to ensure information is stored in a safe, accessible manner compliant with GDPR and University of Exeter processes.
- To support the implementation of the University's Success for All governance structure as required by the role and/or as a part of professional development opportunities
- To deliver an exceptional level of customer service through access activity that aims to exceed expectations to a wide range of stakeholders.
- To contribute to the effective functioning of the Access, Participation & Outreach team and help to ensure a supportive and collaborative approach to achieving team aims.
- Support the delivery of priority recruitment and outreach events, including residential programmes, pre-application Open Days, Offer-Holder Visit Days, campus tours, incoming visits and confirmation & clearing.
- To have a flexible approach and a willingness to undertake other tasks and projects as might reasonably be required, commensurate with the grade of the post and in some cases linked to the postholder's specialist skills.

The postholder will be expected to work such additional hours as are reasonably necessary to fulfil the requirements of the post, including evening and weekend work, for which there are arrangements for time off in lieu. The postholder may be required to travel both across the southwest and further afield as determined by events and activities.

Training and Development - What Skills and Experience will this Opportunity Provide?

- Event planning and delivery experience
- Experience working with a wide range of academic and professional service colleagues from across the University
- Insight into the barriers preventing young people and mature students from underrepresented backgrounds from progressing to university
- Wide range of transferable skills to include communication, organisations, presentation, team work and attention to detail
- Experience of working with teachers and young people in an outreach context
- Attendance at termly Access, Participation & Outreach team development days
- Candidates will be well placed to apply for Widening Participation Coordinator roles in the future

You will be asked to complete the university's mandatory online training in:

- Safeguarding on our Campuses
- Diversity in the Workplace
- Health and Safety Introduction
- Information Governance and Security

Support Available

- Regular meetings with the line manager
- Induction facilitator
- Regular team meetings to enable sharing practice
- Team resources outlining key process
- On the job training/shadowing
- The university offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](#) plus 1:1 support from the Internships Team

The Benefits

You will have access to a wide range of benefits, rewards and recognition from the University including:

- Flexible/hybrid working
- Generous pension
- A holiday allowance of 39 days per year
- Totum Card (student discount)
- Salary Exchange Schemes such as the Cycle to Work Scheme
- Discounted membership to the university's sports facilities including cricket centre, indoor/outdoor pools, squash courts and fitness centre's.
- The university offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](#) plus 1:1 support from the Internships Team.
- All Graduates are offered a 'how to make the most of your internship' guide.
- You will have access to the university's Career Mentor Scheme and career consultancy opportunities.
- You will have access to the university's extensive suite of online training which includes Excel, presentation skills, and negotiation skills.
- You will be invited to quarterly networking and professional development events through 'The Graduate Network' exclusively for GBP's and their line managers.

About You (Person Specification)

Degree and Attainment

- Educated to honours degree level
- Graduated from a UK university in the last 3 years
- An enhance DBS check will be required

Skills

- Excellent organisational and planning skills
- Ability to manage multiple projects meeting deadlines and targets
- Strong communication, presentation and interpersonal skills with a proven ability to disseminate information effectively to a variety of audiences
- Good IT skills including Word, Excel and PowerPoint
- Desirable – Experience of planning and delivering events
- Desirable – Experience of creating digital content for use on social media platforms and online learning environments

Personal Qualities and Attributes

- A flexible, professional and proactive approach to work
- A positive approach to change and a willingness to adapt
- Proven ability to work effectively as both a part of a team and independently
- A commitment to providing excellent customer service

Knowledge

- Desirable – Understanding of diversity issues and commitment to inclusive behaviours and practice

Prior Experience

- Proven ability to work with high levels of accuracy
- Ability to be able to talk from experience about studying a subject at degree level
- Proven ability to effectively multitask

About the University Department

The Access, Participation & Outreach team works to attract high potential students from all around the world to the University of Exeter and to increase the diversity of students entering higher education.

Our teams carry out the following functions:

- Working with teacher and advisers to raise pupil attainment and widen participation in UK higher education
- Engaging with prospective students all around the world to help them make informed choices about their future
- Creating opportunities to experience University life and our world class campuses through open days, residential and virtual experiences
- Delivering a high quality admissions and enquiries process, supporting prospective students as they enter higher education

Graduate Business Partnership (GBP) Scheme Requirements

- To undertake a graduate role through the GBP scheme, you must have either achieved your degree or be nearing completion of your final year at **any UK-based university**.
- If you are nearing completion of your final year, your working hours may be reduced to 15 hours per week (for undergraduates) or 6 hours per week (for postgraduates) to ensure you have the capacity to successfully complete your degree. More hours can be completed if your academic agrees and provides written confirmation.
- If you do not pass your degree, the GBP role will end early.
- You must have 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).
- The University of Exeter is committed to developing an environment which promotes [equality of opportunity, values diversity and inclusivity](#).
- We are committed to creating an inclusive culture and engage with evidence-based charter frameworks for gender (Athena SWAN and Project Juno for Physics), race equality (Race Equality Charter Mark) and LGBTQ+ inclusion (Stonewall Diversity Champion)
- Learn about the university's commitment to the Disability Confident scheme [here](#)
- At the time of starting employment, the successful candidate must have permission to work in the UK and evidence must be provided in advance of the appointment. Examples of suitable evidence can be found [here](#). Candidates should continue to have permission for the duration of the GBP contract. This includes British citizens, individuals with an EU Pre-Settlement or EU-Settlement Status; and those with a [Graduate Route Visa](#).
- All graduates need to reside in the UK whilst undertaking this role.

How to Apply

- Download and complete the attached [Internship Application Form](#). CVs cannot be accepted. Please make sure you have downloaded the latest copy of the Internship Application Form.
- Guidance and useful tips for completing your application are found on the Internship Application Form.
- Refer to the job details contained within the advert when writing your personal statement.
- Use the STAR approach to evidence each requirement in the Person Specification.
- You should insert the correct reference code on the application form: **GBP 7999**
- Please save your Internship Application Form as 'your name - **GBP 7999**'
- The University is a Disability Confident employer and as such this policy applies to recruitment through GBP Scheme. Applicants who identify a disability on the application form will be offered an interview if their application demonstrates they meet the essential criteria.
- Please also include details of any reasonable adjustments you may need for an interview or to undertake the role.
- You should explain why you would like to work for the employing organisation and why you think you would be a suitable candidate for this role.
- Send your completed application (not by OneDrive) to internships@exeter.ac.uk, with the reference code: **GBP 7999** in the subject bar of your email, by the closing date.

Further Guidance and Support

- **(Exeter graduates only)** You can refer to the My Career Zone Digital resources on application and interview preparation [here](#).

- **(Exeter graduates only)** If you need support with your application, you can book an appointment through the [Career Zone](#).
- Unless stated, interview expenses will not be paid.
- It is recommended that you check your online presence on social media to ensure it represents you well, as some employers may undertake online research of their applicants.
- If you have any questions, you can email the Internships Team at internships@exeter.ac.uk

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GBP 8005 Learning Spaces Assistant

Location: Exeter

Salary: £28,029 per annum, pro rata

Closing date: 19/1/2026

Internship Scheme and Reference Number:	
GBP 8005	
Job Title:	
Learning Spaces Assistant	
Address of Faculty/Department:	
Education Services, Northcote House, Streatham Campus	
Workplace Address:	
You will be expected to spend time across all University of Exeter campuses and for certain parts of the project will be required to work 100% on site.	
Advertisement Start Date:	Advertisement Closing Date:
18/12/2025	19/1/2026
Interview Date:	
26/1/2026	
Start Date:	End Date:
2/2/2026	3/4/2026
Working Hours and Pattern:	
Full time – 36.5 hours per week	
Salary:	
£28,029 per annum, pro rata	
Job Description and Person Specification:	
<p>Job Summary</p> <p>Good quality, functional learning spaces are essential to ensuring the best learning and teaching experience for our students and staff. This role will assist learning space programmes to identify areas for investment and ensure that the basics of the spaces are managed sustainably by providing data on improvement areas and user feedback. You will undertake audits of spaces, review and implement improvements, and work with the timetabling team to ensure that all learning spaces information is up to date and accurate.</p> <p>This role is part of the Graduate Business Partnership (GBP) scheme and is for full time hours (36.5 per week) from February to April 2026. You will be expected to spend time across all University of Exeter campuses and for certain parts of the project will be required to work 100% on site.</p>	

Key Dates

Closing Date: 19/1/26

Interview Date: 26/1/26

Start Date: 2/2/26

End Date: 3/4/26

Salary: £28,029 per annum, pro rata

Purpose of the Role

The Learning Spaces Assistant will feed into improvement activities relating to university learning spaces (teaching rooms, study space and specialist areas). They will be responsible for conducting an audit of the quality and condition of spaces, improve signage and fault resolution processes, creating web content for users and other customer improvement activity.

Duties and Responsibilities

- Completing a condition audit for all learning spaces at the Streatham, St Lukes, Truro, Wonford/Heavitree and Penryn campuses
- Reviewing learning spaces signage and wayfinding
- Reviewing and improving the fault reporting processes
- Photography of rooms and reviewing room layouts
- Review of estates improvement projects

Training and Development - What Skills and Experience will this Opportunity Provide?

- Experience of working autonomously
- Data analysis skills
- Continuous improvement experience
- Stakeholder engagement skills
-

You will be asked to complete the university's mandatory online training in:

- Safeguarding on our Campuses
- Diversity in the Workplace

- Health and Safety Introduction
- Information Governance and Security

Support Available

- Regular meetings with the line manager
- The university offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](#) plus 1:1 support from the Internships Team.

The Benefits

You will have access to a wide range of benefits, rewards and recognition from the University including:

- Flexible/hybrid working
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About You (Person Specification)

Degree and Attainment

- Graduated from a UK university in the last 3 years

Skills

- Excellent time management skills
- Ability to work autonomously and within a team
- Data management and IT skills (basic Microsoft packages including Outlook and Excel)

- High levels of data accuracy
- Excellent communication skills (including written and verbal)

Personal Qualities and Attributes

- Interest in user feedback and behavioural insights
- Ability to take ownership of an area and follow it through to completion
- Friendly and personable demeanour, confident in working with academics, PS staff and students
- Ability to present a professional image
- Flexible and adaptable to changes in task allocation

Knowledge

- Personal experience of what makes a good learning environment
- Awareness of GDPR policies

Other

Please note that this role will involve visiting lots of different venues on each of our campuses and although some working from home may be possible, this will be determined by the phase of work being completed.

- **You must have valid right-to-work documents with you for verification if appointed, copies are not accepted. See here for a full [list of acceptable documents](#) to confirm your right to work in the UK.**

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