



Murray Edwards College

University of Cambridge

Job Description

Job title:	Director of Student Development (Study Skills and Personal & Career Development)
Department:	Tutorial & President's Office
Purpose of role:	To develop and support undergraduate and postgraduate students' educational, personal and career development via the College's Gateway Programme and related initiatives; to collaborate with the Tutorial team to deliver support to students and College staff involved in widening participation educational initiatives
Line manager:	Senior Tutor
Line manages:	Student Development Administrator
Financial responsibility:	With the Senior Tutor, responsible for managing an annual budget of approx. £90,000 pa (2021-22)
Salary Band:	Band 2
Hours:	37.5 hours per week. Regular evening working (currently on Wednesdays during Full Term) is a requirement of the post. Occasional weekend work may be necessary.
Working environment:	Office based at Murray Edwards College Some travel around the UK may be required.

Overview of role:

The Director of Student Development is responsible for developing and delivering the College's student development initiatives, including the Gateway Programme and activities for the Foundation Year Programme. Working closely with the Senior Tutor, other key College officers and the Tutorial team, you will lead and support undergraduate and postgraduate students' educational, personal and career development.

The College seeks to review and enhance our student development offerings as part of wider student development activity, with the aim of reshaping them to ensure that they are fit for purpose: that they remain relevant in the changing world of education and work, and that they deliver results. This includes assisting the College in raising its profile with prospective students, schools, and other relevant organisations.

You will lead our student development initiatives, including the development and design of programmes and delivery of training sessions. You will source appropriate internal and external collaborators from amongst your network to share skills and expertise to strengthen the programmes for our students.

Our current programmes:

The Gateway Programme is an academic and career-based development programme, which is unique to Murray Edwards College and has been running in its current format since 2010. It was established to provide undergraduate and postgraduate students from all backgrounds with enhanced opportunities to enable them to benefit fully from the Cambridge experience. Currently, the

Programme has three strands – academic skills, personal development and career preparation. Through cross-disciplinary workshops and practical enrichment activities, the programme encourages students to be bold in their aspirations and to develop the knowledge and skills to make these achievable. The programme complements the support and resources provided by College-based academic Directors of Studies, welfare tutors, University departments and the University's Careers Service. For more on the Gateway Programme, see <https://www.murrayedwards.cam.ac.uk/college-life/academic-life/gateway-programme>

Murray Edwards College is one of eleven colleges that will provide membership to a cohort of successful applicants to the Foundation Year Programme: a unique course which will provide a stepping stone to Cambridge University for students who have been prevented from realising their potential due to educational disadvantage or disruption. The course is a free and fully-funded programme offering study in the Arts, Humanities and Social Sciences (full-time, one-year residential programme). The Director of Student Development will assist the Senior Tutor and other college staff with related administrative processes and in providing support to the Foundation Year students during their time in college. For more on the Foundation Year, see <https://www.foundationyear.cam.ac.uk/>

Key duties and responsibilities of the role:

- To lead and oversee the educational, personal and career development programmes and activities of the College for both undergraduates and postgraduates and to contribute to the conceptual development of such programmes.
- Review and develop the College's student development initiatives to ensure that they remain fit for purpose, up to date, and deliver results.
- Use student feedback, research, knowledge of wider Higher-Education sector initiatives, along with a robust understanding of employers' expectations of graduate-level recruits to enhance and expand our programmes.
- Work with Directors of Studies and Gateway academic coordinators to develop a first-year undergraduate level programme of academic skills workshops with a focus on transition to university learning, and optimizing engagement with university teaching and learning opportunities.
- Deliver regular student development sessions as part of our programmes, covering topics including study skills, careers advice and personal development.
- Develop network of internal and external professionals who can contribute to our programmes, including tutors and Directors of Studies, employers, alumnae and other relevant professionals and experts.
- Maintain and develop a programme of internships and work-shadowing opportunities with employers.
- Develop the Gateway Challenges Scheme to fund activities that have a particular focus on enhancing students' resilience, self-belief, ambition and decision-making.
- Support the Student Development Administrator to manage the publicity, communication, and administration of our programmes.
- Oversee the funding, budgeting and evaluation of programmes.
- To share knowledge of personal and career development approaches with relevant colleagues and collaborators within the College, ensuring that they are aimed at for outstanding young

female students.

- Provide guidance and advice to staff and students on best practice in career preparation and development for female undergraduates and graduates in the workplace.
- Liaise with the University Careers Service to optimise the use of their resources, and to complement them with initiatives and support, tuned to the needs of female students.
- Work closely with the Senior Tutor, President, Admissions Tutor and others as necessary, to identify opportunities for, and to deliver, new initiatives as appropriate.
- Design and deliver transition programmes to provide developmental resources and skills for incoming students.
- Design and deliver new programme strands including leadership skills and life skills for finalist undergraduates.
- Working with the Senior Tutor on planning and developing college provision for the Foundation Year cohort
- Working with the Admissions Tutor on the personal development aspects of outreach and access activities.
- Reviewing research on educational, personal and career development in Higher Education and beyond to consider and propose other ways in which the College can develop and strengthen what it offers students at different stages of their studies.

Person Specification

	Essential	Desirable
Qualifications required for the post:	Educated to degree level or equivalent experience.	Postgraduate / professional qualifications relating to personal and career development (e.g. CIPD; Occupational Psychology; career and personal development coaching)
Level of skills, knowledge, experience:	<p>Significant experience in the design, development and delivery of personal and career development programmes and/or academic advising.</p> <p>Sound understanding of graduate recruitment and selection processes and of graduate career patterns</p> <p>An up-to-date understanding of Higher Education and of competing pressures, demands and opportunities for students' academic and personal development.</p>	<p>Experience in the design, development and delivery of personal and career development programmes specifically for female students and young people.</p> <p>Experience in the Higher Education context.</p> <p>Experience / knowledge of graduate careers, recruitment, selection and talent management in a variety of organisations.</p>

	<p>Proven ability to build and strengthen networks, both within and external to the College to publicise our student development initiatives and the College's priorities. This includes working with with alumnae and other potential contributors to student development activities; with researchers and practitioners in the field; with employers, schools and others.</p>	
IT skills:	<p>High level MS Office skills and experience of virtual learning environments / conferencing software</p> <p>Effective use of online resources.</p>	
Personal attributes	<p>Highly organised and motivated.</p> <p>Excellent attention to detail.</p> <p>Excellent communication skills, both written and oral.</p> <p>An ability to engage with young people and passion for working with students</p> <p>Ability to engage and enthuse potential contributor and collaborators</p> <p>Able to form good working relationships with the Fellows and other staff of the College</p>	