

JOB DESCRIPTION

Job Title	Enrichment Officer
Contract	Permanent, Full-time, Term Time Only, 40 weeks
Job location	Elm Park Campus, Stanmore
Department	Enrichment
Reports to	Acting Pastoral, Enrichment & Learning Centre Manager
Salary Range	£27,980 – 30,361 (FTE) per annum £25,789.17 - £27,983.73 (TTO) per annum

Job Purpose:

To actively engage with learners on a day-to-day basis to promote positive behaviours, physical wellbeing, and inclusion. Responsible for delivering a range of enrichment activities and events to enhance the learner experience with a focus on wellbeing, personal development and inclusion.

Duties Specific to the Post:

- Devise, plan and implement a calendar of engaging enrichment and sports activities, ensuring a positive and well-rounded experience at the College that supports behaviour, wellbeing and development.
- Lead and coach learners in a variety of sports and physical activities suited to different ability levels (Sport and Non-Sporting)
- Develop a friendly but efficient working relationship with learners, promoting attendance and engagement.
- Actively liaise with learners around the campus to promote positive behaviours and participation.
- Support and attend Learner Parliament and Learner Union meetings.
- Oversee and support the day-to-day supervision and safe use of the areas.
- Organise and supervise fixtures and internal sporting events, which may require occasional evening work.
- Promote inclusive use of college spaces for recreational and wellbeing purposes.
- Ensure the safety of all users during enrichment and sports activities and respond appropriately to first aid needs.
- Maintain cleanliness and organisation in sports and fitness areas.
- Manage inventory, setup, and maintenance of sports and enrichment equipment.
- Provide input into the College Tutorial Programme when requested.

- Liaise with teaching staff and tutors regarding the enrichment programme and organise extra sessions as necessary.
- Ensure compliance with health and safety, safeguarding, equality, and data protection.
- Contribute to the wider cultural, personal development, and employability programme through physical activity and health promotion.

General:

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Ensure all data is handled in line with General Data Protection Regulations.
- Taking responsibility for health and safety, equality & diversity, copyright and data protection within the scope of the post.
- Take appropriate responsibility to provide a secure, safe and friendly learning environment including implementation of the College's Health and Safety Policy.
- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

Closing Date: Wednesday 11th March 2026

Interview Date: W/C 16th March 2026

PERSON SPECIFICATION

JOB TITLE: Enrichment Officer

Criteria	Essential/ Desirable	Possible source of evidence
QUALIFICATIONS:		
Level 2 English (GCSE equivalent) & Level 2 Maths (GCAE equivalent)	E	Application form/ certification
A qualification in the Sports and Leisure industry	D	Application form/ certification
A current First Aid Certificate or willingness to obtain one	E	Application form/ certification
A Youth Work qualification	D	Application form/ certification
KNOWLEDGE & EXPERIENCE OF:		
A minimum of 1 years' experience assisting in working with young people, specifically working with post-16 students and adults in a multi-cultural institution	E	Application form/supporting statement/ interview
Experience of planning a programme of activities or events	D	Application form/supporting statement/interview
Knowledge of general office-based IT packages including Excel and Word	E	Supporting statement/ interview
An understanding of sound equal opportunities practice and a commitment to its implementation	E	Supporting statement/ interview
Commitment to inclusivity and ensuring all students feel welcome and able to participate	E	Supporting statement/ interview
SKILLS & ABILITY TO:		
Coach in a range of physical education and sports, adhering to H&S regulations	D	Supporting Statement/Interview
Communicate clearly and accurately, verbally and in writing	E	Supporting Statement/Interview
Build positive relationships with young people and maintain discipline	E	Supporting statement/ interview
Be flexible with duties and working hours to fit student need	E	Supporting statement/ interview
Understand safeguarding principles and respond appropriately	D	Supporting statement/ interview
Handle First Aid situations	E	Supporting statement/interview

PERSONAL QUALITIES:		
A positive and proactive mindset when engaging with students through sport and enrichment activities	E	Supporting statement/ interview
Passion for improving student wellbeing through physical activity and personal development	E	Supporting statement/ interview