

Job Description

Employability and Placements Adviser

Salary:	Grade 6
Contract:	Full time, Fixed term to 28/05/2027
Location:	Canterbury Campus
Responsible to:	Employability and Placements Manager
Job family:	Administrative, professional and managerial

Job purpose

The Employability and Placements Adviser is a skilled and professional role responsible for supporting students from all Academic Schools to gain experience, build confidence, and develop the skills needed for future employment. This role involves delivering and coordinating a range of projects, events, and initiatives that enable students to explore the graduate labour market, develop their employability, and gain valuable experience. You will also deliver a range of 1-2-1 interventions to support students in finding and applying for work, succeeding at interview, or planning skill development activities. The post holders will work collaboratively as a team to deliver an engaging programme of activities, including Careers Fairs, the Employability Festival, EMPOWER, career mentoring, placement support, and targeted skills development workshops both within, and on a co-curricular basis.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Plan, deliver and evaluate a broad programme of employability and skills-focused events and activities, including Careers Fairs, the Employability Festival, employer panels, workshops, and targeted student engagement campaigns.
- Provide one-to-one and small group employability support to students, helping them build confidence, develop skills, and access opportunities such as work experience, mentoring, placements, and volunteering.
- Collaborate with colleagues across Academic Schools, professional services and the Careers, Employability and Skills Team to embed employability-related activity into the curriculum and co-curricular space.
- Work closely with the Employer Engagement Team to source employers, alumni, and external partners to contribute to events, mentoring schemes, and skill development opportunities.
- Manage and deliver projects aligned with the University's Employability Strategy and Access and Participation Plan (APP), with a focus on increasing engagement from underrepresented student groups.
- Use student feedback, engagement data and labour market information to evaluate projects and make recommendations for continuous improvement.
- Provide operational support for institutional mentoring schemes and placement initiatives, including student recruitment, training coordination, and liaising with academic and industry stakeholders.
- Contribute to the planning and delivery of central employability and skills campaigns, including social media and promotional activity to raise awareness and increase student participation.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Balancing multiple projects and priorities simultaneously while maintaining quality and responsiveness.

- Engaging students from a wide range of academic disciplines, backgrounds, and levels of study, tailoring interventions to suit their needs.
- Coordinating stakeholder relationships across Academic Schools, employers, alumni, and professional services teams.
- Managing logistics and delivery of large-scale events (e.g., Careers Fairs) while ensuring inclusive student access and engagement.
- Supporting students in searching for placements, and whilst on placement, providing support around academic requirements, and where required, advice on resolving workplace issues.

Facts & figures

- Supports delivery of employability services with over 20,000 student engagements annually across all Academic Schools.
- Contributes to the organisation and delivery of multiple high-profile university-wide events and campaigns.
- Plays a key role in supporting mentoring relationships and placement preparation for hundreds of students annually.

Internal & external relationships

Internal: Students; Academic School staff (Directors of Education, Employability Leads, Student Experience Teams); Careers, Employability and Skills Team colleagues; Kent Students' Union; Student Services teams.

External: Employers; alumni; professional and industry bodies; external training providers; community and voluntary sector organisations.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Occasional evening and weekend working to support events and activities
- Ability to travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Educated to A-Level or equivalent qualification/experience (A)
- Experience of working in an employability, careers, student support, or skills development role (A, I)
- Strong project management and organisational skills with experience of delivering large events or projects (A, I)
- Excellent communication and presentation skills, with the ability to engage diverse audiences (A, I, T)
- Strong relationship-building skills with internal and external stakeholders (A, I)
- Experience of delivering one-to-one and group support to individuals from a diverse range of backgrounds (A, I)
- Good understanding of the graduate labour market and recruitment practices (A, I)
- Experience of using data for monitoring, evaluation, and reporting (A, I)
- Excellent IT skills including Microsoft Office and experience of using online platforms (A, I)
- Ability to work independently and collaboratively within a fast-paced team (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)

- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (I)

Desirable Criteria:

- First degree or equivalent professional experience (A)
- Experience of working in Higher Education or in a student-facing role (A, I)
- Experience of working with employers or alumni (A, I)
- Experience of supporting widening participation students or implementing APP-related initiatives (A, I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage