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| **POST**  | Student intern – City Cares research project (Learning & Teaching Academy) |
| **SALARY** | Grade 2 |
| **HOURS OF DUTY** | 7 hours per week for 12 weeks (March – June 2025)  |
| **LOCATION** | City & Riverside Campuses  |
| **REPORTING TO** | Head of Learning & Teaching Academy |
| **RESPONSIBLE FOR** | No line management responsibility |

**KEY RESPONSIBILITIES**

1. To be the main point of contact for the short-term (March – June) College STEP research project City Cares: exploring learning for our care-experienced students.
2. To work with a member of staff in the LTA to design and co-facilitate interviews/ focus groups with care-experienced students.
3. To work with a member of staff in the LTA to create outputs (report, staff and student information resources) to share outcomes form the project.

**KEY ROLES**

1. Contribute to the project management plan to ensure deadlines are met and milestones achieved.
2. Co-design research instruments (questionnaires/ interview questions) for use in data collection.
3. Conducing interviews/ focus groups with care-experienced students.
4. Draft (with support) sections of the final report and other resources that will share the outcomes of the project.

**GENERAL**

1. Implement and promote College policies, particularly those relating to safeguarding and equality & diversity in all aspects of College operations.
2. Implement Health and Safety and security measures in accordance with statutory and College requirements.
3. Be a role model and operate at all times supporting College values and corporate management.
4. Actively develop yourself through staff development and training activities and review own performance and the performance of those who are responsible to them.
5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.
6. Develop effective working relationships internally and with external partners.

**Every Post Description will be subject to review;**

1. **Within six months of appointment**
2. **Thereafter, on an annual basis**
3. **As a result of agreed staff development / personal development needs**
4. **As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

**PERSON SPECIFICATION**

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| **JOB TITLE** | **FACULTY/ SECTION** |
| Student Intern – City Cares Research Project | Learning and Teaching Academy |

| **FACTOR** | **ESSENTIAL** | **DESIRABLE** |
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| **Qualifications and Training** | Completion of an NC/NQ or SCQF Level 5 [equivalent qualification](https://scqf.org.uk/about-the-framework/interactive-framework/) |  |
| **Occupational Experience** | Enrolled as a City of Glasgow College student for academic year 24/25 | Experience supporting group work |
| Experience of being a Student Representative | Lived experience of care |
| **Personal qualities and competencies**  | Able to organise own work and meet deadlines | Be able to have supportive conversations with peers |
| Competent in use of Microsoft IT packages ( Outlook, Word, Teams) |  |
| Able to work as part of a team to achieve common goals |  |
| A desire to improve the student experience at City of Glasgow College |  |