

## Job Description

Employer: Innovative Educational Partnerships Limited (IEPL)

Job Title: Career Development Manager

DMU London Based

Full time (37 hours per week), Permanent

Duties of the role	
Overall purpose of the role	<p>IEPL is a wholly-owned subsidiary of De Montfort University (DMU) and is engaged by DMU to provide teaching and support staff for the operation of DMU's new London campus (DMU London). DMU London is part of DMU's ambitious growth agenda and will be a campus for teaching excellence, home to many disciplines and subjects, which have a focus on sustainability and employability, and providing students with an excellent choice of postgraduate programmes.</p> <p>Reporting to the Deputy Head – Academic, this role will be based in London, delivering career development interventions and skills programmes tailored to the needs of postgraduate international students and graduates through a range of activities including groupwork</p>





Innovative Educational





## Person Specification

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Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Student career development	Degree or equivalent experience	Essential	X			X
	Relevant qualification (e.g gG Diploma Career Guidance and Development) or experience in Post Graduate and international student and graduate career support, coaching or mentoring Sensitivity to a di	Essential	X			X



Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
		Desirable	X	X		
		Essential		X		



Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
We are innovative and Creative	We constantly strive for better We challenge bureaucracy and explore digital solutions We are innovative and creative	Essential		X		
We are a community – we value and champion difference	We embrace alternative views We treat others with respect We tackle inequalities	Essential		X		