JOIN TEAM NCD

FIND YOUR NEW

New College Durham

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

Issue Date: November 2026

JOB DESCRIPTION

Job Title	Organisational Development and Staff Engagement Assistant
Grade	Support Grade Support Grade C
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	Human Resources
Accountable to	Head of Organisational Development and Staff Engagement

JOB PURPOSE

Provide administrative support to the Head of Organisational Development and Staff Engagement.

The postholder will take responsibility for the day-to-day organisation and administration of staff training and engagement. This will involve maintaining accurate records, coordinating bookings, monitoring training completion, responding to routine enquiries and supporting the collection of staff feedback and evaluation data to help inform continuous improvement.

This postholder will work with the Staff Development and Engagement Officer to coordinate, organise and promote staff development days, events, initiatives and campaigns supporting the physical, mental, emotional and social wellbeing, while ensuring the embedding of belonging and inclusion within everyday College culture and practice.

KEY RESULT AREAS

1. Provide assistance and answer day to day queries from staff relating to training and development via email, teams, face to face or phone which can include questions relating to courses, activities, certifications, qualifications.
2. Support with the organisation of training and development events, workshops and activities in partnership with internal staff and external facilitators including but not exclusive to health and wellbeing, safeguarding and belonging and inclusion.
3. Collect information that will inform campaigns, develop resources, and raise awareness including activities to create the annual programme for physical, mental, emotional, social wellbeing of staff, while maintain belonging and inclusion within everyday College culture and practice.
4. Manage bookings for events, activities and conferences including sourcing and booking travel and accommodation, rooms, refreshments and co-ordinating the evaluation process.
5. Maintain accurate and detailed records for all mandatory/statutory training ensuring the college is meeting its obligations of health and safety, safeguarding, audit and Ofsted.
6. Ensure events and activities remain accessible, evidence-informed and responsive to the needs of the College workforce.
7. Support projects working with Organisation Development and Staff Engagement Officer.
8. Any other duties commensurate with the grade and status of the post.

GENERAL RESPONSIBILITIES

1. To promote the ASPIRE values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
6. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
7. Maintain awareness of emerging digital and AI developments and apply these appropriately to enhance professional practice relevant to role

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. This may include the adoption of new working practices, digital systems, and technology-enhanced or AI-supported approaches. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

BELONGING AND INCLUSION

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Belonging and Inclusion. This will require staff to support the College's initiatives on Belonging and Inclusion which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action. If you as a member of staff identify how you or the College can improve its practice on Belonging and Inclusion please contact a member of the HR team on 0191 375 4024. Alternatively if you wish for any support or assistance with regards to Belonging an Inclusion please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share th is commitment.

ASSESSED BY KEY

1. Application form **2.** Interview **3.** On the job **4.** Skills test

In order to progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

PERSON SPECIFICATION

Job Title: Organisational Development and Staff Engagement Assistant

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
A minimum of a level 3 qualification in business administration or a relevant subject area.	1, 2	✓	
Recent experience of working within a Human Resources/Training and Development function.	1,2,3,4	✓	
Experience of the Further Education sector.	1, 2		✓
A working knowledge of organising and arranging staff activities and or events.	1, 2		✓
Recent Experience relating to health & wellbeing, belonging and inclusion.	1, 2		✓
Experience using Office365 including SharePoint and broader Microsoft Office software.	1,2,3,4	✓	
Experience of working in an office environment	1,2,3,4	✓	

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PERSON SPECIFICATION

Job Title: Organisational Development and Staff Engagement Assistant

Skills	Assessed by	Essential	Desirable*
Ability to manage multiple projects/activities at one time.	1, 2, 3	✓	
Excellent written and oral communication skills	1,2,3	✓	
Ability to work unsupervised and manage own time and priorities; be well organised and self-motivated	1,2,3	✓	
Experience of interacting and engaging with a diverse workforce.	1, 2,3		✓
Effective at communicating, negotiating and work effectively with internal and external partners.	1, 2, 3	✓	
Proficient in record keeping and evaluating statistical data	1, 2, 3	✓	
A team worker with ability to enthuse and motivate to encourage participation in events and activities.	1, 2, 3	✓	
Ability to work unsupervised and manage own time and priorities; be well organised and self-motivated	1, 2, 3	✓	
Suitable to work with young people and vulnerable adults	1,2	✓	

***For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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