



Part-time Student Advisor

* £9,000 pa

Do you want to be part of a passionate, hardworking team making a real difference to the lives of our students?

As Student Advisor you will be responsible for providing education information and advice to both new and existing students of Swarthmore, within the Centre and out in the Community

This post requires an enthusiastic person who is able to relate to adults of all abilities, providing information and guidance about our courses. You will develop and maintain relationships with community organisations, to encourage progression to attend classes at Swarthmore

The role requires a good general level of education with Level 2 (or equivalent) in Maths and English, and ideally NVQ Level 3 in Advice & Guidance, or a willingness to work towards this

This is a part time position – 18 hours per week – Fixed term until 31st July 2019
*(*Salary shown excludes holiday pay)*

Application forms are available in Reception or on our website at
<http://www.swarthmore.org.uk/vacancies>

Closing date: 5.00 pm on Sunday, 20th January 2019

Please return your application form by email or post to
carol.holmes@swarthmore.org.uk
Swarthmore Education Centre, 2-7 Woodhouse Square, Leeds LS3 1AD

Please note we do not accept CVs unless it is in support of a completed Application Form