

# CANDIDATE PACK

## Employability Projects - Graduate Intern

Business Engagement and Graduate Futures

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, Contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### College of Creative Arts and Technologies

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

### The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement and Graduate Futures Directorate
- Digital and Technology Services
- Estates
- Finance and Commercial Activities
- Global Engagement
- Global Recruitment, Admissions, Marketing and Communications
- Graduate School
- People, Culture and Wellbeing
- Research and Knowledge Exchange Office
- Strategy, Planning and Performance
- Student and Academic Services
- Learning Innovation and Digital Engagement



# JOB DESCRIPTION

**Job Title: Employability Projects - Graduate Intern**  
**Reports to: Student Engagement and Communications Manager**  
**Department: Business Engagement and Graduate Futures**  
**Grade: NG2**

## ROLE PURPOSE

To support the development and promotion of two key employability projects – the Westminster Award and the Early Careers Support for Graduates.

## PRINCIPAL ACCOUNTABILITIES

1. Support the development of initiatives for the Westminster Award (WA) and the Early Careers Support Project (ECSP), from planning and promotion to delivery and evaluation under the close direction of the relevant project team.
2. Contribute ideas for increasing participation and engagement in the Westminster Award and ECSP, including (but not limited to) targeting specific colleges, postgraduate students and students and graduates from with diverse life experiences.
3. Create online and printed marketing materials and resources for the projects, for example, blog posts and social media campaigns, working in collaboration with the WA team, alumni team and relevant communication planning groups.
4. Ensure web pages and social media groups providing information about the projects and activities are kept current.
5. Maintain a good understanding of Careers and Enterprise services and other services for students and recent graduates across the university.
6. Support the teams with events planning and support, including workshops, curriculum sessions, outreach, WA leaders programme, end-of-year ceremony, and community events.
7. Support with administrative tasks, such as data entry, approving student submissions on CareerZone (online system), issuing badges and promptly responding to enquiries from the WA and careers email inboxes.
8. Contribute to continuous improvement of the projects, attending and contributing to meetings (in person and remotely), delivering to timescales to support the wider teams
9. Carry out any other duties relevant to providing careers services to students and recent graduates and in keeping with the grade of the role.



## CONTEXT

The Employability Projects Graduate Intern supports the delivery of the Westminster Award and the Early Careers Support project, as part of the Careers and Enterprise team in the University of Westminster's Business Engagement and Graduate Futures Directorate.

### About the Business Engagement and Graduate Futures Directorate

The Business Engagement and Graduate Futures Directorate leads on the University's employability, alumni and business engagement strategy and operations. The Directorate is responsible for the launch and successful operation of Zone29, a centre for enterprise and career success which will transform student outcomes and external engagement.

### Our strategy

Colleagues in the Business Engagement and Graduate Futures Directorate work closely with academic and professional service colleagues to deliver relevant parts of the University's *Being Westminster* strategy as well as the University's Business Engagement Strategy, Employability Strategy, Research and Knowledge Exchange Strategy and Apprenticeships Strategy.

The Directorate makes an important contribution to improving the University's Graduate Outcomes performance, a national survey which monitors the career destinations of UK higher education leavers. Our work also supports the delivery of the University's Access and Participation Plan (APP), ensuring Home students from disadvantaged backgrounds have equal opportunities to access, succeed in and progress from higher education. In addition, the Directorate's delivery of careers and enterprise activities in the curriculum contributes to the Teaching Excellence Framework, which measures the University's quality of teaching. Activities within the Directorate include short courses, apprenticeships, careers and enterprise support, alumni relations, employer engagement and management of the Zone29 building.

### About the Careers and Enterprise team

The Employability Projects Graduate Intern role is part of the Careers and Enterprise team which has a core objective of supporting student employability for lifelong careers success. The remit covers careers and enterprise support for students from the start of their journey at Westminster to 3 years after graduation. Employability is a key priority for the University and is one of the four core pillars of our *Being Westminster* Strategy. The team provides key support to students and colleagues, including careers advice and guidance, events and workshops, placement support, work based and professional learning, enterprise services and support for those who wish to pursue a freelance career. The team provides services, tools and resources to underpin teaching, learning and research.

The post is based in the West End but the postholder may be expected to work at any of the University sites as required. They may be required to undertake international travel.

The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness



of the risks in the work environment, together with their potential impact on both individual work and that of others.

## DIMENSIONS

This role has no budget or line management responsibility.



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- A recent University of Westminster graduate

## TRAINING AND EXPERIENCE

### Essential

- Administration experience within a team environment
- Excellent IT skills, including good working knowledge of MS Office, tools facilitating virtual communications and learning, and the ability to learn other online systems.
- Experience in carrying out communications and marketing activities, especially with a student or graduate audience
- Experience in supporting events, including invitations, registrations and set-up; comfortable providing information positively and accurately, enabling students to make an informed choice.
- Excellent oral and written communication skills with experience in producing online content such as blog posts.

### Desirable

- Experience working in a student support department or related service
- Familiarity with the University's courses and services
- Knowledge of Zone 29 programmes and services
- Knowledge of CareerZone or equivalent online Careers System

## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

- Excellent interpersonal skills and ability to establish good working relationships with colleagues, graduates and external partners
- Ability to use tact and discretion when working with sensitive, confidential and personal issues
- Excellent at paying attention to detail, organising and prioritising work and working accurately under pressure and to tight deadlines
- Able to work as part of a busy team and be a team player.



- Flexible to adapt to an ever-changing environment
- Have a high level of commitment
- Efficient and reliable
- Have a proactive approach to problem-solving
- Self-motivated, enthusiastic and flexible
- Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.
- Exact working patterns are to be decided, but some flexibility may be required to attend online events supporting recent graduates.



# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to register as a candidate and complete your online application.

You will be requested to upload a CV which will be used to populate relevant sections of your application. You will also be requested to complete a concise statement in support (ideally no longer than 1000 words), addressing the criteria in the Person Specification and your motivation for applying.

**The deadline for receipt of applications is 11.59pm on 01 September 2026.**

**Interviews will take place on 11 September and or 14 September 2026.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

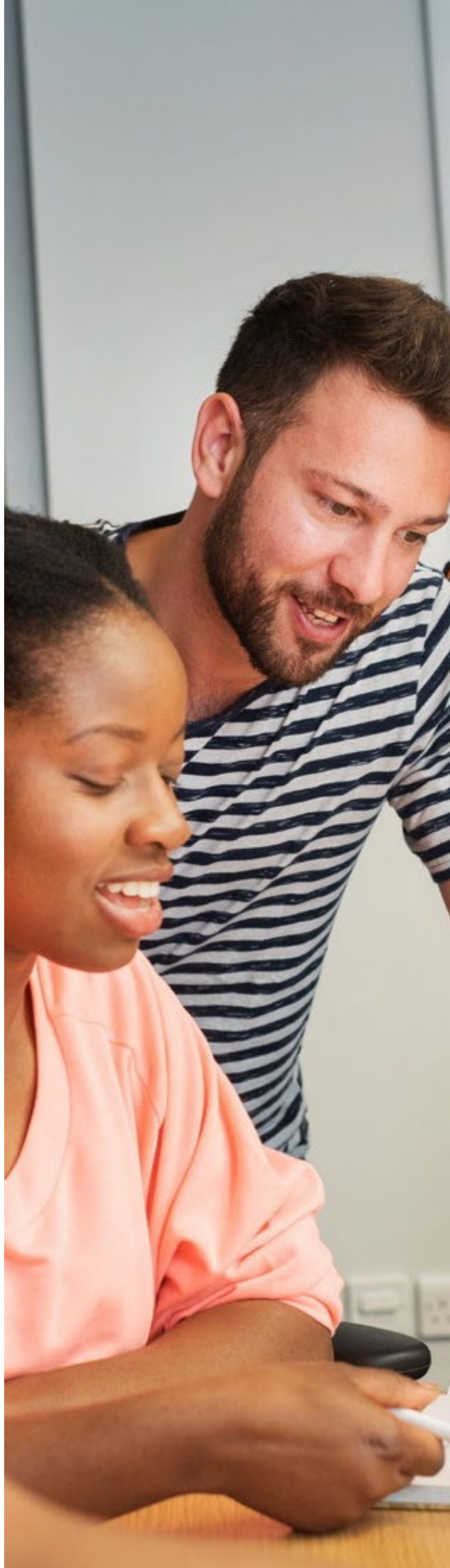
*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





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