

Careers Service Student Liaison: Terms of Reference

Role title: Careers Service Student Liaison

SOAS Careers Service:

The mission of the Careers team is to ensure that all SOAS students graduate with a plan for their next steps after SOAS which is capable of implementation within 15 months. The team also supports SOAS graduates for life, which is unusual in the sector.

The Careers team includes colleagues working on Employer Engagement, Content and Operations, Careers Advice & Guidance, and the newly created Talent Management function. Together the team supports students to acquire the skills necessary to choose their future path, find employment and to manage their career successfully, no matter what they decide to do after SOAS.

Scope and Purpose of the Role:

As your Department's *Careers Service Student Liaison* you will be a key conduit for communications from the Careers team and to the Careers team from your department. For example, we would expect to send you information we consider relevant to your department - for example our Departmental Open House events - which we would then ask you to share with your department. We would also like you to gather feedback for the Careers team about what your fellow students like / dislike about what Careers has to offer, with constructive suggestions on how to make any changes. If you would like to get more involved with the process of how we plan Careers activity for your department, we are happy for you to be part of the planning process.

This will primarily involve supporting, but may not be limited to, the following areas of work:

- Information-sharing to and from Careers.
- Gathering feedback from your department.
- Generating ideas about how the SOAS Graduate Attributes, agreed May 2021, would best work in your department.

Frequency and Scheduling of Meetings:

The *Careers Service Student Liaison Group* meets twice a term in Terms 1 and 2, and once in the first half of Term 3. For the 2021-22 academic year the following meeting schedule has been confirmed:

- Wednesday 10 November (4-5pm UK time)
- Wednesday 8 December (4-5pm UK time)
- Wednesday 9 February (4-5pm UK time)
- Wednesday 16 March (4-5pm UK time)
- Wednesday 11 May (4-5pm UK time)

Please make every effort to attend the meetings as we will be diminished by your absence! If you cannot attend, you are welcome to send in comments or ideas to the Chair.

If the proposed times do not work for the majority, we will amend this at the first meeting on 10 November to ensure the schedule meets as many needs as possible.

A record of this meeting schedule can also be found in the SOAS *Student Rep Google Calendar*, available [here](#).

Meetings will be held online via Google Meet and will be recorded for those unable to attend. Meeting recordings will be stored on the Student Rep BLE site available [here](#).

Invitations, meeting links and agendas will be shared 5 working days in advance of the meeting taking place and will be sent to your SOAS email address.

Composition and Membership of the Careers Service Student Liaison Group:

The *Careers Service Student Liaison Group* is chaired by the Head of Careers, Philippa Hewett, and has the following membership for the 2021-22 academic year:

- 1x Careers Service Student Liaison per academic department, centre and school
- All members of the Careers team have a standing invitation: for meetings which require a particular focus (for example our information provision) we will ensure the right people are in the room.

Attending Meetings:

When attending a *Careers Service Student Liaison Group* meeting, we kindly ask that you read any papers shared in advance and arrive with thoughts, ideas and questions.

If you know you cannot attend a meeting please let the Chair know in advance.

If you wish to add an item to the agenda please email the Head of Careers, Philippa Hewett, 10 working days before the meeting if at all possible, so that everybody is able to prepare effectively. If that is not possible because an urgent item has arisen, please ensure the meeting Chair knows in advance to enable agenda adjustments to be made.

Meeting notes will be shared within 3 working days of the meeting and key topics of discussion, feedback and actions that emerge from these meetings will be logged within the *Careers Service Student Liaison Meeting Log*, which will be shared with all Liaisons at the start of Term 1 of the academic year.

Correspondence:

The primary point of contact within the Careers Service for Student Liaisons is Philippa Hewett, Head of SOAS Careers (ph32@soas.ac.uk). If you have any questions regarding this role, please contact Philippa Hewett.

If you have a more generic query then please use the main Careers Inbox where we respond to emails within the working day careers@soas.ac.uk

We will primarily contact you via your SOAS email account unless you specify a different preference.