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| Fellowship title:  | **Tourism Programme Development Fellow**  |
| What does the role involve?  | **Role summary:** We are looking for an enthusiastic and committed student to take on the role of the Tourism Programme Development Fellow, who will be responsible for supporting the validation process in the Travel and Tourism department. This is an exciting and varied role in which the appointed fellow will not only gain a thorough understanding of HE programme development and input in the validation process, but also act as an Ambassador to promote the programme to prospective students. This role requires a commitment of three hours per week, and will involve: * Supporting research and collating data from current, past and prospective students and Industry professionals to aid the development of new programmes.
* Collaborating with staff to record and transcribe research findings and assisting in the analysis of data trends.
* Attending a series of validation planning meetings with other team members, providing support with note-taking and logging actions and responses.
* Working with Tourism team members to assist in the writing of individual modules.
* Helping with the collation of final validation documentation, including proof-reading from a student perspective.
* Participating in the writing of marketing material for the newly proposed programme.
* Raising awareness of the proposed programme through supporting and promoting online presence.
* Contributing to the delivery of a presentation to current FE students to support internal recruitment.
* Working as an Ambassador for the programme to aid in the recruitment of prospective students at key events.

**Outputs:*** Attend NCUC Student Leader Induction (TBC)
* Attend Student Leaders Festive Event (TBC)
* Present at NCUC Student Conference (TBC)
* Attend Student Leader Awards (TBC)
* Engage in social media training and promote social media profile in a professional capacity at least one a month, using the hashtag #NewcastleCollege.
* Write a short blog post reflecting on experience as a fellow.

**Payment schedule:** Total: £480(Payments will only be made on successful completion of the role. Deductions will be made for missed sessions or any other form of non-participation.) |
| How do I apply? | You can apply by completing the application form below and forwarding it to **HEstudents@ncl-coll.ac.uk**Closing Date: **Friday 26th February**If shortlisted, you will be asked to attend an interview through teams the week (in person if permitting) week commencing **1st March 2021** |