

JOB DESCRIPTION

JOB TITLE:	Trainee Careers and Work Experience Officer
REPORTING TO:	Head of Extended Learning
SALARY:	Scale 4 - £21,943 - £23,983 pro rata, (Actual salary £18,937 - £20,697) inclusive of Outer London Weighting
HOURS:	Term Time Only, 36 hours per week

Main responsibilities:

- To support the co-ordination of work experience placements for students, including virtual opportunities.
- To work effectively with curriculum pathways in providing careers guidance, resources and support to students.
- To support the delivery of careers information and employability skills sessions as part of the College's Induction and Talent Lab.
- To support the team's caseload management to ensure individuals and service targets are met, whilst maintaining excellent record keeping.
- To comply with legal requirements and the safeguarding of students by completing the necessary documentation before a student is placed externally.
- To help source, develop and maintain relationships with businesses and other relevant organisations to ensure the allocation of work placements, and virtual opportunities are secure for the long-term future.
- To support the delivery and promotion of career opportunities for students and to support students in accessing employer related careers' events and specialised seminars.
- To ensure all administrative procedures are completed accurately in terms of recording work experience/employability hours and health and safety.
- The post holder will be expected to undertake other reasonable duties at the request of management.

General Responsibilities

February 2020

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

PERSON SPECIFICATION
Careers and Employability Officer

	Essential/ Desirable
Qualifications and Training	
Any relevant qualifications	D
Degree	D
Knowledge and Experience	
Careers and employability experience in a FE or Educational setting	D
Experience of developing and maintaining professional relationships	E
Experience of developing others.	E
Knowledge of health and safety risk assessments and safeguarding issues in relation to work experience programmes.	D
Experience of maintaining accurate and up to date records	E
Experience of setting up and running events (e.g. seminars or careers events)	D
Skills	
Ability to communicate effectively	E
Ability to build rapport and build networks	E
Ability to generate accurate data and reports	E
Good presentation and interpersonal skills.	E
Excellent customer service skills.	E
Ability to prioritise and meet deadlines within a busy environment	E
Fully conversant with Microsoft Office applications including Excel.	E
Personal Attributes	
Flexibility in approach	E
Ability to form strong and effective links with people at all levels.	E
Ability to influence others to engage with the college.	E

Ability and initiative to find successful solutions to problems.
--

E
