**Work Experience and Industry Placement Coordinator**

**37 hours per week - College term time plus 2 weeks (41 weeks per year)**

**Based at Tangier Road Campus**

We are seeking to appoint a Work Experience and Industry Placement Coordinator within our E6 (enrichment team) to seek work experience, volunteering and work related opportunities to support students in gaining the skills, knowledge and experience that will support them in their learning journey whilst at college and beyond.

Our E6 programme offers students opportunities beyond their studies, with a focus on improving their employability skills in the area of; work experience/volunteering; preparation for employment/higher education; entrepreneurship; extension to their studies; exploration of social action/social themes; exercise and fitness. Reporting to the Director of Student Progress and working within a forward looking E6 team, you will work closely with the E6 Lead responsible for work experience, employer engagement and industry placements and students to engage them in these programmes. You will need to recruit and prepare students for their work placements, giving them the help, encouragement and support needed to succeed.

You will be required to help with the administration required to develop, run, monitor and improve our work experience and industry placement provision. You will also be required to seek out new work experience opportunities by visiting and meeting with local businesses and organisations. You will need to be flexible in your approach and be able to adapt to change within this dynamic role.

You will need to be reliable, demonstrate good verbal and written communication/ presentation skills, have an understanding of the need to maintain boundaries and the ability to work with sensitivity and humour. **A driving licence would be desirable**.

The successful candidate will be required to undertake an Enhanced Disclosure & Barring Service check.

 **Please use the information in the Job Description and Person Specification to support your application**

**JOB DESCRIPTION**

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| **Job Title** |  **Work Experience and Industry Placement Co-ordinator (E6 Department** |
| **Salary Scale/Grade** |  **SUP 04** |
| **Responsible to** | **Director of Pastoral Services and Deputy Designated Safeguarding Lead** |
| **Date of Job Description** |  **September 2021** |
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| **Principal Responsibilities**1. Promote work experience, industry placements and employer engagement opportunities to enhance student participation.
2. Coordinate (working with the Work Experience and Industry Placement Lead) the delivery of high quality work experience, industry placement and employer engagement opportunities.
3. Develop and establish employer links, promoting and fostering long term working relationships.
4. Maintain accurate and update to tracking and monitoring systems for all work experience, industry placement and employer engagement opportunities inline with the College’s processes and work experience policy.
5. Maintain and update effective management information to monitor work placement uptake by students to provide a robust evaluation system and identify gaps moving forward.

**Key Accountabilities****Work Experience, Industry Placement and Employer Engagement:**1. Promote work experience, industry placements and employer engagement opportunities to enhance student participation working with E6, Careers and curriculum teams.
2. Liaise with curriculum areas to seek and support placements for students identified, completing the necessary paperwork as required by the college and the place of employment.
3. Research new opportunities to meet the gaps in work placement and employer engagement provision as requested by college departments.
4. Plan and deliver preparation courses and employability workshops to students who are seeking opportunities to undertake work experience.
5. Seek out and engage with local businesses/organisation to build on the number of employers and work experience opportunities available to students wishing to enhance their employability skills within a work environment.
6. Carry out student and employer matching process to ensure placements sought  are appropriate and viable for both student and employer.
7. Support student/employer introduction, induction and interview process, if required.
8. Completion of administrative paperwork to support work experience,  industry placements and/or employer engagement opportunities inline with the College’s Work Experience, Health and Safety and Safeguarding policy.
9. Conduct work placement visits to assess placement suitability and to conduct risk assessments to make certain placements are health and Safety compliant, suitable and safe inline with college policies and ESFA guidelines.
10. Maintain central tracking system in conjunction with MIS staff to capture data on students’ participation in work experience, industry placement and employer engagement.
11. Promote safeguarding the welfare of students ensuring that any safeguarding incidents are reported immediately.
12. Provide ongoing information, advice and guidance on employability and work experience placements.

**Cross College Responsibilities:*** Attend Open Evenings, ‘New Parents’ Evenings and other recruitment events
* Support the annual enrolment process by providing information on the full range of services available to support students’ transition from school to college
* Participate and support cross college events such as taster, freshers and introduction days, promoting health and wellbeing resources, activities and initiative to raise awareness of health and wellbeing and the support in place for students and parents/carers.
* Participate in training and development, as appropriate.

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| **General Responsibilities**1. To provide a high level of customer service to students, staff and visitors
2. To fulfil your duty not to discriminate against students or potential students or staff
3. To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
4. To comply with the College Equality, Diversity and Inclusion Policy
5. To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
6. At all times, challenge students who are not displaying ID badges and ensure appropriate interventions are in place for those who persistently do not adhere to this requirement
7. Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process
8. Comply with the College Health and Safety Policy and take responsibility for your  own health and safety and that of other users of the College premises
9. Any other duties may be reasonably allocated from time to time by the Principal.
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| **GENERAL****The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder’s Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.** |

**PERSON SPECIFICATION**

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| **Job Title** | **Work Experience and Industry Placement Co-ordinator** |
| **Department** | **E6 Department** |
| **Salary Scale/Grade** |   SUP 04 |

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| **Criteria** | **Essential** | **Desirable** |
|  **Education & Qualifications** | Suitable level 3 qualification (A levels or vocational)Level 3 qualification in literacy and numeracy (Grade C/4 or above or equivalent).  | IAG QualificationsCoaching experience and/or qualificationIOSH QualificationDriving Licence would be desirable |
| **Experience** | Experience of working in a customer focussed environment Administrative experienceExperience of working with employers, voluntary organisations or agencies       | Experience of delivery / trainingEmployability / work related learning IAG within an educational environmentExperience of working with young people aged 14-19Knowledge of the local labour market conditions / contextTutoring, mentoring and /or coachingKnowledge and understanding of safeguarding issues and procedures |
| **Professional Skills, knowledge and competencies** | Good verbal, written and communication skillsConfident in the use of ITOutstanding accuracy and attention to detail      | Familiarity with database applications e.g Microsoft Access, Google Documents |
|  **Personal characteristics** |   Ability to deal with a wide range of people and able to relate to students in the 14-19 age groupAbility to work well in a teamExcellent interpersonal and organisational skillsAbility to work productively under the direction of the line managerAbility to organise own work and show initiative in developing the role    |  Willingness to participate in trainingAbility to hit the ground running |
|  **Other** | Applicants should be:* Approachable, positive and highly student centred
* Self motivated and show initiative
* Keen to establish the highest possible standards
* Equality and diversity aware and actively promotes E&D fully
* Imaginative, creative and innovative
* Able to problem solve and stay calm
* Responsive to individual student needs: a good role model for them
* Reliable, professional and trustworthy, and a good college ambassador
* Well organised with very good time management skills
* Willing to participate and share in training
* Respectful of our student and colleagues and treats others well
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