

ROLE DESCRIPTION

1. JOB TITLE: Employability Facilitator

2. CONTEXT:

West Herts College is a large general further education college with a large portfolio of courses for its local community including full-time and part-time further education, higher education, work based learning and community learning.

GAP provides students with a highly personalised opportunity to gain experience of work dependent on their career aspirations on each of the College's three main campuses. The College works closely with employers within the local community to provide a range of high quality work experience and volunteering opportunities.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Head of Student Employability & Progression

4. MAIN PURPOSE OF JOB

Provide excellent customer service giving opportunities to students across all three campuses to access employability opportunities through the GAP service. Utilise college databases to provide a matching student and employer service, adhering to college policies, procedures and quality standards.

5. DUTIES AND RESPONSIBILITIES

- Undertake induction talks with new learner groups at the beginning of each academic year to ensure all students across each Campus understand the ethos and importance of GAP with regard to their future career aspirations, destination and progression routes.
- Take responsibility for designated curriculum areas; promote GAP opportunities; attend team meetings and TPA sessions. Be the first point of contact for tutors and learners providing support and guidance to ensure all students are placed in the best positions to meet their needs, career aspirations and abilities.
- Maintain records on ProMonitor for designated curriculum areas for groups/individual students' regarding employment, placements, feedback, workshops and wider opportunities which meet SFA regulations, due diligence and GAP policies/procedures, thereby allowing MIS to create accurate management reports.
- Provide outstanding advice and guidance to GAP students, including, Apprentices, Traineeships, HE and Adults to help them obtain valuable opportunities and experiences of work to develop employability skills.
- Develop a good understanding of the personal development needs and destinations of individual students and match them to relevant and valuable work experience opportunities, using in-house databases and the website that will support, stretch and develop their core competencies and skills.

- Develop positive working relationships with employers to ensure the college and students are fully aware of the expectations of work placement, employer requirements and the roles available.
- Provide joining instructions to ensure both the employer and individual student is aware of key information including contact details for the placement and seek ongoing feedback to support employers during placements.
- Under instruction of the Employability Co-ordinator, prepare and upload GAP opportunities to the GAP website and display binders across the campuses; cleanse data on ProMonitor; college databases and wider systems to ensure data is accurate, reliable, robust and credible at all times; meets SFA regulations and audit rules.
- Take responsibility for delivery of elements of Modern Britain. Deliver activities across the college to support personal safety and wellbeing of young people. Promote, track and monitor attendance on ProMonitor.
- Deliver Employability workshops to support curriculum teams and learners in achieving their desired aspirations and destination.
- Fully support activities in the GAP lounge and across wider Campuses, including employer talks, Open Day events, CIM's, Employer events and marketing initiatives, providing outstanding customer service, at all times.
- Deal with routine correspondence and enquiries from students, tutors, staff, employers, charities and community links, making referral to the Employability Co-Ordinator or Head of Department in accordance with college procedures, where necessary.
- Attend regular meetings with the Head of Department and/or Co-Ordinator and GAP team to ensure college objectives, deadlines and new initiatives are met.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to update knowledge and skills.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities

- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
- Be familiar with and promote the Equality and Diversity Policy.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
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- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.