



JOB DESCRIPTION	
JOB TITLE	Industry Placement Co-ordinator
PAY/GRADE	Circa £21,432 per annum
HOURS	37 per week, all year round, to be worked flexibly
REPORTS TO	Work Placement Team Leader
LOCATION	Department, Stamford College
JOB PURPOSE	
<p>To secure suitable work experience placements for learners on a study programme by building positive relationships and maintaining regular contact with employers. To effectively build capacity and establish links with employers to ensure students are suitably matched to placements.</p> <p>To complete, monitor and review Health & Safety inspections at employers' premises. To produce reports outlining the outcomes of each visit and identifying the next steps to take.</p>	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> • Develop positive partnerships with external stakeholders to engage employers willing to host students on T Level Industry placements. • Determine the suitability of potential employers for work experience placements. • Assist with organization of placements on behalf of the students in the T Level pilot ensuring students are matched to suitable placements. • Conduct Risk Assessments as required in the workplace to ensure all necessary Health & Safety and Safeguarding checks have been undertaken prior to student placements • Attend tutorials to deliver power point presentation explaining T Level pilot, discuss the industry placement process, provide students with work experience documentation and answer student questions. • Undertake 1 to 1 meetings with students to ascertain student ability, skill set, transport availability, financial support requirements and career path. • Support students with employability skill development by undertaking student employability workshops ensuring students are work ready prior to placements commencing. • Ascertain any learning/health requirements of students prior to placement by requesting student profiles from the Special Educational Needs & Disabilities (SEND) Department. Liaise with Course coordinators and employers to ensure student needs can be met whilst on placement. • Monitor student progress/performance on placement via telephone calls and visits with some flexibility to working hours. • Track, monitor and take action to ensure required hours are completed by students Support learners to identify and resolve problems/issues that affect their successful achievement of work experience. • Report regularly to the Work Placement Team Leader progress against the T Level action plan. • Contribute to the marketing of all college provision through liaison with employers and attendance at college and employer events. 	



OTHER

- Engender a strong team ethos, which promotes a positive, can-do attitude across the department.
- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.
- A commitment to the provision of a high quality, student-centred service.
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
- To carry out such duties as may be determined from time to time within the general scope of the post.

TERMS AND CONDITIONS

Contract	Fixed Term, 1 year
Pension	Local Government Pension Scheme
Holiday	25 days per year, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday

APPLICATION PROCESS

Applicants should complete the College's online application form

Closing Date 1 November 2020

Interview Date TBC

PERSON SPECIFICATION Industry Placement Co-ordinator

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS	E	D				
Educated to Level 3 in a relevant subject area	E		✓			
IOSH qualification, or willingness to work towards	E		✓	✓		
IT qualification or equivalent knowledge and experience	E		✓			
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications	E		✓			
EXPERIENCE						
Proven experience within employer engagement, work experience or sales	E		✓			
Pro-active project planning	E		✓			
Dealing with customers face to face, via email and on the telephone	E		✓			
Experience working with young people	E		✓			
Working successfully and influentially as part of a team	E		✓			
Experience of undertaking health and safety inspections, risk assessments and checks		D	✓			
KNOWLEDGE						
Working knowledge of MS Office applications (Word, Excel, Outlook)		E		✓		
Knowledge of Post 16 education and training		D		✓		
KEY SKILLS						
Ability to prioritise a workload	E			✓		
Proven experience of working on own initiative	E			✓		
Ability to keep organised, accurate and detailed records	E			✓		
Effective team working skills	E			✓		
Excellent communication and interpersonal skills with the ability to adapt style and methods of communication	E			✓		✓
Ability to work quickly and accurately under pressure	E			✓		✓
Intermediate IT skills in MS Office applications (Word, Excel, Outlook)	E			✓		✓
Ability to deal with confidential and sensitive information with discretion; process data in accordance with data protection laws	E			✓		✓
Ability to prepare simple reports and data as required	E			✓		✓
OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behavior at all times	E			✓		✓

Good previous attendance record	E			✓		✓
Ability to travel on College and Group business	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References