

THE TRAFFORD COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE:	Work Placement Coordinator
REPORTS TO:	Careers Education and Work Placement Manager
AREA:	16- 19 Study Programmes, Student Experience & Support
GRADE/SALARY:	Scale 5 - £20,898 to £23,631

Our Vision

'A Dynamic College that Inspires People'

That all our learners will secure employment and progress in their careers as a result of the knowledge, skills and the work ethic they have developed at the college. Businesses will recognise Trafford College Group as the leading provider of the workforce, meeting the needs of the Greater Manchester skills priorities and supporting the economic growth of the region.

Our Values

Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Show respect for all those that we meet on our journey through life.

Collaborate and Teamwork - Collaborate through effective supportive teamwork.

Professional - Demonstrate a professional attitude at all times.

JOB PURPOSE:

To coordinate work experience activity across the College.

KEY ACCOUNTABILITIES:

- To manage the provision of a work experience and work placement service to curriculum areas and students
- To provide employability skills support to students

KEY AREAS OF RESPONSIBILITY:

1. To liaise with organisations to identify and secure work experience and placement opportunities for students.
2. To work closely with curriculum teams and managers to facilitate a well-planned work experience programme.
3. To take a lead role on the 'work placement' pilot programme to ensure successful outcomes.
4. To carry out risk assessments and centrally coordinate these documents.
5. To work closely with key staff across the College to identify appropriate opportunities for work placement opportunities.
6. Where appropriate Interview students, provide one to one support and group work.
7. Provide support to diagnose employability skills, to identify student strengths and skill gaps.
8. Provide 'employability' support including; Job market, CV development, job search, application process, interview techniques.
9. Provide group sessions and presentations on work experience, as and when required, to ensure students improve their employability and secure work experience.
10. To manage the student 'client', keeping in regular contact and maintaining a good working relationship.
11. Use computer-aided packages; skills assessment tools, career planners, psychometric tests, personal inventories.
12. To develop and maintain appropriate systems to track and record all activity.
13. To produce management reports as appropriate.
14. Support the Manager in identifying opportunities to develop the Team for the benefit of learners, and the College.
15. Maintain close contact and develop relationships with Employers and appropriate agencies and organisations such as Job Centre Plus, Connexions, Brokers, Schools, Youth Service, and recruitment agencies.
16. Ensure that all opportunities for the effective marketing and promotion of the work of the team are maximised, including planning, preparation and presentations at exhibitions and Careers events as appropriate.
17. Work to targets, and undertake a case-load of activities in agreement with the Manager.
18. Participate in regular Unit review meetings and curriculum meetings.

Equality and Diversity:

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person Specification - Work Placement Coordinator

Attributes	Essential	Desirable
Values and Behaviours		
Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential	✓	
Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.	✓	
Show respect for all those that we meet on our journey through life	✓	
Collaborate through effective and supportive teamwork	✓	
Demonstrate a professional attitude at all times	✓	
Qualifications		
Postgraduate Diploma in Careers Guidance or Level 6 equivalent qualification		✓
Experience, Knowledge and Skills		
Have a proven track record of success in the Employability, recruitment or work experience field, or similar	✓	
Have previous experience of negotiating with employers and commercial organisations, and building solid relationships	✓	
Have previous outstanding business development skills; the ability to liaise effectively with employers and other agencies.	✓	
Have previous experience of identifying the knowledge and skills of learners and coaching and supporting learners to ensure targets are achieved.	✓	
Hold a full driving licence	✓	
Very Good IT skills, including Microsoft Office.	✓	
Be sensitive to the needs of all learners, have an understanding of the principles of equal opportunities and appreciate the need to adopt a positive approach to managing diversity	✓	
Have previous experience of identifying the knowledge and skills of learners and coaching and supporting learners to ensure targets are achieved	✓	
Be committed to customer care	✓	
Be able to work effectively in a busy environment and delegate where appropriate	✓	
Have a flexible approach to work to meet the requirements of the department	✓	
Be highly organised, able to manage time, work under pressure, plan effectively, meet deadlines and targets and work independently	✓	
Be highly self-motivate and enthusiastic	✓	
Have a flexible approach to work to meet the requirements of the department	✓	
Have excellent interpersonal and communication skills and the ability to forge and sustain good working relationships with a wide cross section of people and adapt a customer oriented approach	✓	

Excellent negotiating skills	✓	
Be an effective team member by supporting colleagues, being diplomatic, approachable and a good listener. To instigate and lead on positive action.	✓	
To be receptive to new ideas, and embrace change within the team	✓	
Be able to demonstrate a commitment to his/her professional development and be willing to participate in further professional development	✓	
Understanding of work experience and work placements.	✓	
Knowledge of health and safety aspects in relation to work experience	✓	
Have knowledge and experience of other employer engagement activities	✓	
Experience of marketing and promotion.	✓	