

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Work Experience Officer
Responsible To:	Programme Achievement Manager
Department:	Student Services
Salary Grade:	Grade C

JOB ROLE

The Work Experience Officer will help to ensure that the employability strategy is implemented across the college, to help learners have access to a range of opportunities involving:

- **Volunteering**
- **Enterprise**
- **Work Experience**

These activities will be designed to ensure that:

- **Students complete work experience as part of their study programme**
- **Students develop personal development, behaviour and welfare skills**
- **Students are involved in extracurricular enrichment activities**

The Work Experience Officer will work closely with curriculum Heads of Department and Curriculum Leaders to enable all learners have access to relevant and high-quality work experience which will equip them for a successful career in their chosen profession. The postholder will record data, help track students work experience and ensure that it is recorded accurately and that evidence for Study Programme funding for each student is robust. The postholder will work extensively with employers and organisations to arrange and plan work experience.

KEY DUTIES

No	Description of Duties
1	To communicate the employability strategy across the College
2	To ensure all students have access to work experience
3	To develop strong links with the curriculum teams to ensure work placements are supported and monitored by course tutors
4	To help to source work experience, employability and enterprise activities
5	To develop external links and partnerships with a range of stakeholders (including local employers) to enhance the range of opportunities available to students

6	To promote the value of work experience to staff and students
7	To represent the College in the arrangement, delivery and evaluation of work experience
8	To input and access information from databases and contribute to formal reports which include statistical recording and monitoring of work experience statistics across the College
9	To drive continuous improvement across work experience and employability activities
10	To showcase opportunities for employers and students through events and networks
11	To actively work within the tutorial system to support students regarding work experience
12	To ensure effective communication takes place with management, staff, students, employers and relevant agencies
13	Ensure all relevant insurance documents are received (eg employers liability insurance) and undertake a range of other administrative duties that facilitate and support work experience
14	Monitor e-tracker and work plans for designated curriculum areas
15	Undertake appropriate training and development in post
16	Ensure a high level of confidentiality at all times
17	Any other relevant tasks commensurate with level of responsibility

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Work Experience Officer

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria	Essential	Desirable
1. Qualifications		
1.1 Level 3 qualification in administration		X
1.2 Level 2 qualification in both English and Maths – or working towards	X	
1.3 Other relevant qualification relating to working with young people and / or employability		X
2. Experience		
2.1 Experience of an educational setting with the provision of advice/guidance/employability related services to young people		X
2.2 Experience of developing strong professional relationships with employers and other agencies		X
3. Skills/Abilities		
3.1 Excellent communication skills with an ability to forge strong relationships with a range of stakeholders	X	
3.2 Excellent skills in developing and using Excel and Access	X	
3.3 Ability to analyse and interpret data	X	
3.4 Excellent administration skills	X	
3.5 Team player who can operate independently when required	X	
3.6 Presentation skills	X	
3.7 Flexible, adaptable and resilient	X	