

# **Work Experience and Industry Placement Coordinator**

**37 hours per week - College term time plus 2 weeks**

**Salary: £19,221.74 - £19,928.67 FTE**

**To work across multiple CoPC campuses, all based in Portsmouth**

We are seeking to appoint a Work Experience and Industry Placement Coordinator 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.

Reporting to the Careers, Work Experience and Industry Placement Manager, and working closely with the Work Experience and Industry Placement team you will be required to engage with employers and students to seek and explore opportunities available. In addition, 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 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, understand the need to maintain boundaries and the ability to work with sensitivity and humour.

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

---

## JOB DESCRIPTION

<b>Job Title</b>	Work Experience and Industry Placement Coordinator
<b>Salary Scale/Grade</b>	SUP 4 to SUP 5
<b>Responsible to</b>	Careers, Work Experience and Industry Placement Manager
<b>Date of Job Description</b>	August 2022

### **Main Duties and Responsibilities:**

- Promote work experience, industry placements and employer engagement opportunities to enhance student participation.
- Coordinate (working with the Careers, Work Experience and Industry Placement Manager) the delivery of high-quality work experience, industry placement and employer engagement opportunities.
- Develop and establish employer links, promoting and fostering long-term working relationships.
- Maintain accurate and update to tracking and monitoring systems for all work experience, industry placement and employer engagement opportunities in line with the College's processes and work experience policy.
- 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:**

- Promote work experience, industry placements and employer engagement opportunities to enhance student participation working with E6, Careers and curriculum teams.
- 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.
- Research new opportunities to meet the gaps in work placement and employer engagement provision as requested by college departments.
- Plan and deliver preparation courses and employability workshops to students who are seeking opportunities to undertake work experience.
- 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.
- Carryout student and employer matching process to ensure placements sought are appropriate and viable for both student and employer.
- Support student/employer introduction, induction and interview process, if required.

- Completion of administrative paperwork to support work experience, industry placements and/or employer engagement opportunities in line with the College's Work Experience, Health and Safety and Safeguarding policy.
- 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 in line with college policies and ESFA guidelines.
- Maintain central tracking system in conjunction with MIS staff to capture data on students' participation in work experience, industry placement and employer engagement.
- Promote safeguarding the welfare of students ensuring that any safeguarding incidents are reported immediately.

### **General Responsibilities**

- To provide a high level of customer service to students, staff and visitors.
- To fulfil your duty not to discriminate against students or potential students or staff.
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation.
- To comply with the College Equality, Diversity and Inclusion Policy.
- To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection.
- 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.
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process.
- 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.
- Any other duties as may be reasonably allocated from time to time by the Principal.

### **Quality, Standards and Compliance:**

#### Continuous Improvement

To participate in and attend fortnightly 1:1 meeting to receive feedback, discuss performance and recognise achievements

- To attend and participate in monthly team meetings.
- To work as part of the team to create an inspiring environment with an open communication culture.
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

#### Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.

- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area

#### Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values

#### Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the Colleg.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children.
- 

#### Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality.

#### Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments.
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

#### Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

#### **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

### PERSON SPECIFICATION

<b>Job Title</b>	<b>Work Experience and Industry Placement Coordinator</b>
<b>Department</b>	<b>Careers</b>
<b>Salary Scale/Grade</b>	SUP4 to SUP5

Criteria	Essential	Desirable
<b>Education &amp; Qualifications</b>	Level 3 qualification in literacy and numeracy (Grade C/4 or above or equivalent).	IAG Qualification/s Coaching experience and/or qualification IOSH Qualification
<b>Experience</b>	Experience in working in a customer focussed environment  Administrative experience Experience of working with employers, voluntary organisations or agencies  Knowledge and understanding of range of health and wellbeing strategies  Ability to communicate effectively and confidently with parents / carers, face to face or by phone or email	Experience of delivery/training Employability/work related learning IAG within an educational environment An understanding of 16+ curriculum and learning priorities  Experience of working with young people aged 14-19 Knowledge of the local labour market conditions/context Tutoring, mentoring and/or coaching

<b>Professional Skills, knowledge and competencies</b>	<p>Good verbal, written and communication skills</p> <p>Confident in the use of IT</p> <p>Outstanding accuracy and attention to detail</p> <p>Driving License</p>	<p>Familiarity with database applications e.g Microsoft Access, Google Documents</p>
<b>Personal characteristics</b>	<p>Ability to deal with a wide range of people and able to relate to students in the 16-19 age group</p> <p>Ability to work well in a team</p> <p>Excellent interpersonal and organisational skills</p> <p>Have a positive and can-do attitude</p> <p>Ability to organise own work and show initiative in developing the role</p> <p>Professional approach to work and appearance</p> <p>Commitment to excellence and quality</p>	<p>Willingness to participate in training</p> <p>Ability to hit the ground running</p>
<b>Other</b>	<p>Applicants should be:</p> <ul style="list-style-type: none"> <li>● Approachable, positive and highly student centred</li> <li>● Self-motivated and show initiative</li> <li>● Keen to establish the highest possible standards</li> <li>● Equality and diversity aware and actively promote E&amp;D fully</li> <li>● Imaginative, creative and innovative</li> <li>● Able to problem solve and stay calm</li> <li>● Responsive to individual student needs: a good role model for them</li> <li>● Reliable, professional and trustworthy, and a good college ambassador</li> <li>● Well organised with very good time management skills</li> <li>● Willing to participate and share in training</li> <li>● Respectful of our student and colleagues and treats others well</li> </ul>	

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>● This post is subject to an enhanced Disclosure and Barring Service check.</li></ul> |
|--|---|

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.