**Work Placement Co-ordinator**

**Job Description**

**Reports to:** Careers & Work Placement Lead

**Line manages:** this post has no line management responsibilities

**PURPOSE:**

* The Work Placement Co-ordinator will be based within work placement and careers team; they will support the administration function of work placements across the various curriculum areas.
* The person will coordinate with the Careers & Work Placement Lead and heads of curriculum departments to ensure the correct administration processes are correctly adhered to for the students’ industry work placements.

**KEY ACCOUNTABILITIES AND RESPONSIBILITY FOR RESULTS**

***This schedule of duties is not exhaustive, and the job holder may be required to perform duties not listed, to suit the reasonable operational requirements of the College and as directed by their Line Manager*.**

* Contact and build relationships with employers, partners and external agencies to provide industry placements, work experience opportunities and identify other employer opportunities incl. guest speakers, workshops etc.
* Work with employers with regard to Health & Safety
* Online applications administration (e-portfolios, GroFar)
* Collect feedback from students and employers
* Track the health & safety tracker
* To act as a point of contact between College and Placement Providers
* Create DBS application links – using the eSafeguarding website
* Issue I.D. documents list to students
* Support student visit administration
* Arrange to view student I.D. documents
* Scan documents using photocopier
* Process DBS application forms on the eSafeguarding website using scanned documents
* Create Excel spreadsheet to record all I.D. documents seen for each student
* Email spreadsheet to Assessors/Tutors every 2-3 weeks to keep them updated on the progress of their students.
* Order job descriptions from the Partner Organisation
* Issue job descriptions to Assessors/Tutors to forward to their students
* Keep Work Placement booklets updated
* Comply with all colleges policies
* This schedule of duties is not exhaustive, and the job holder may be required to perform duties not listed, to suit the reasonable operational requirements of the College and as directed by their line manager.

**Work Placement Co-ordinator**

# **Person Specification**

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| --- | --- |
| **Qualifications** | **Essential /Desirable** |
| * A minimum of Grade A-C, or equivalent, at GCSE English and Maths | E |
| * A Level 2 Qualification or equivalent | E |

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| **Knowledge** | **Essential /Desirable** |
| * MS Office | E |

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| **Experience** | **Essential /Desirable** |
| * Working within an administrative role | D |
| * Of working with young people in some capacity or other | E |
| * Organising events | D |
| * Social Media platforms | D |

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| **Skills/Qualities** | **Essential /Desirable** |
| * Strong customer service focus | E |
| * Good team working | E |
| * Punctual and flexible in approach to work | E |
| * Intermediate level of IT skills including Word and Excel | D |
| * Good written and verbal communication skills | E |
| * The ability to pay attention to detail | E |
| * The ability to understand Confidentiality | E |
| * Good organisational skills | E |

**Criminal Records Bureau check**

This post is subject to an enhanced DBS check.