**Employability Officer**

**Full Time 37.5 hours (52 weeks, Permanent)**

**£25,041 to £27,827**

At Nescot we are recruiting for a Full time Employability Officer to join our employer services team.

**What we are looking for:**

* Experience of working with young people is advantageous
* Confidence in engaging with employers and Businesses
* Excellent communication, teamworking and organisational skills
* Good administrative skills

The role is supporting and inspiring students with the process of finding meaningful work placements to enhance students work ready skills.

**Duties/responsibilities:**

* Coordinate a caseload of students supporting the work placement programme and build capacity for future T Level placements
* Working 1 to 1, you will support the placement process end to end from sourcing their placement to set objectives and helping them develop employability skills
* Class visits and presentations to student groups and visiting employers
* First point of contact for existing providers and new employers
* Responsible for recording evidence and keeping student records up to date.

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station, Free parking on-site
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff.

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Interviews will be held as and when candidates apply**

**Job Description**

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| **Position Details:** | |
| **Title:** | Employability Officer |
| **Department:** | Employer Services |
| **Fraction:** | 1.0 FTE |
| **Status:** | Perm |
| **Grade:** | Support Staff Grade 5 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Senior Account Executive |

**Functional links with:** Assistant Principals, Heads of Curriculum, Department Tutors, Personal Development Coaches, College Information Services, Students, Employers, and Careers.

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| **Job Purpose:** |
| Coordinate a case load of student work placements and T Level placements.  Work with tutor groups, curriculum staff and students to ensure they are ‘work ready’. Presentations to groups of students in class room setting.  Support employability sessions and activities in the form skills assessments via GROFAR, target setting, CV writing and interview guidance.  Reinforce and facilitate work placement process and policies across college for all areas of curriculum to wider college staff and students.  Build capacity of work placement opportunities by working closely with employers and businesses.  Maintain relationships with existing placement providers while also exploring new placement opportunities.  Visiting employers to conduct review meetings and acting as their key contact for work placements.  Collating real time data on status of placements accurately evidence work placements on the college systems, and provide tracking/reporting.  Provide signposting and resources to assist with placements via GROFAR |
| **Main Duties and Tasks:** |
| Under the direction of the Work Placement Account Manager, successfully manage own caseload of students through the work experience and placement journey. Work closely alongside tutors and wider college staff to ensure successful completion of placements.  **MANAGE:**  Independently work on own caseload/workload attend tutorials/lessons regularly in accordance with curriculum timetable.  Student rapport, regularly communicate with students  Content of online resources to be regularly reviewed and updated  Regular meetings with tutors/PDC’s to obtain updates/progress of work placements  Employer engagement, existing employer relationships, act as first point of contact for employer whilst students on placement, and attend review meetings where required.  Regularly check status of learner’s placement journey via GROFAR. PLAN: Ensure work experience/placement plans are adhered to, liaise with HoC.  Attend events, open evening, jobs fairs, and enrolment to promote work experience to student, parents, and employers  Classroom-based visits to include introducing work experience / placements, supporting students with steps to obtaining successful placements, target setting, promote and explain the benefits of work experience  Conduct meetings with students who may require extra support in small groups where appropriate  **DELIVER:**  Deliver quality content via GROFAR software and provide work ready activities which can be signposted to students  Provide students with all necessary guidance and act as a point of contact for advice  Provide employers with all relevant information prior to the work experience placement taking place, including information on Health and Safety, Welfare and Safeguarding, and ensure the timely addressing and/or referral of any concerns from students, staff, or host placement businesses MONITOR: Report on work placements in real time using college systems  Record all student meetings, class visits, presentations, employer engagement events, employer communications and employer visits via CRM  T-Level and work placement guidance regular updates.  Help to maintain the College’s database of employers (CRM) to ensure that information is current, accessible, and utilised effectively.  Record all employer reviews complete placement review meetings and undertake checks to ensure that placements are safe and compliant.  Maintain students’ evaluations and feedback through GROFAR. |

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| **Personal Development:** | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |

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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. |

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| **Health and Safety:** |
| * 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 Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * Copies of Nescot Enterprises Health & Safety Policy are available on sharepoint  |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |

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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: Head of Department Date: Sept 2023  UPDATED BY: HR Date: OCT 2023 |
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****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Employment Officer** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | IT literate with good word processing, database and spreadsheet skills with the ability and willingness to learn new IT skills.  Strong administration and organizational skills with the ability to priorities tasks.  Experience of managing a varied and busy caseload.  Experience of ensuring that deadlines are met and outputs are of the highest standards  Excellent verbal and written communication skills and the ability to engage effectively and professionally with both internal and external stakeholders at all levels.  Experience of creating and delivering presentations to large and small groups | T  A/I  A/I  A/I  T/I  A/I | Work Experience or working in an Employer Engagement role  Experience in sales is desirable.  Customer relationship management and proven ability to establish effective working relationships at all levels.  Knowledge in one or more of the following industry sectors is desirable but not essential; Sport, Computing, Business, Beauty,  Hair, Animal Care, Electrical. | A  A/I  A/I  A/I |
| **Skills and Abilities** | Ability to work effectively with a 16-18 cohort, delivering presentations to tutor groups  Able to communicate effectively in writing and face to face, including ability to compose own correspondence  Able to engage effectively and professionally with employers and other external stakeholders  Able to respond to enquiries in a polite and courteous manner  Able to work effectively as part of a team  Able to organize workload to meet deadlines  Ability to use own initiative and work independently  Driving licence and business insurance cover.  Ability and willingness to travel between sites and elsewhere on a regular basis.  Flexible to work Open Evenings and Open Days which may include some Saturdays and evenings (advance notice would be given) | A/I  A/I/T  I  I  A  A  A  A  A  A | Ability to engage with individuals who are disengaged and motivate and empower change in their behavior |  |

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| **Qualifications** | A minimum of a Level 2 qualification (GCSE or equivalent) in literacy and numeracy | | | A/T |  | |  |
| **Personal Qualities** | Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | A/I  A/I  A/I  M  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |

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