

**Work Placement Officer**

**Job Description**

## Main Purpose of Job

To be a member of the Advice, Careers and Employment (ACE) team ensuring high quality links with employers and playing a key role in developing the work experience offer at college. In addition, to assist in the drive to prepare all students for employment after college.

**Work Experience**

* To liaise with curriculum areas and support staff to support students who have been identified for work experience
* To work with employers and community organisations to identify suitable opportunities and maintain a database of suitable placements
* To develop and maintain procedures to support the placements including health and safety, guidance for employers, internal staff and parents
* To perform administration procedures relating to work placements, including arranging meetings, equipment, travel costs and employer incentives
* To develop and deliver support materials to prepare students for work and work experience
* To organise and monitor students’ progress in work placements
* To actively contribute to and support promotional events, exhibitions, performances and other cross college events
* To supervise and register students as required
* To act as main point of contact in relation to work experience dealing with enquiries from staff, students and external contacts, which may include face to face contact, receiving and distributing of messages, booking of appointments and supporting College events and activities.
* To provide group and individual support for students seeking employment and work experience

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested
* To undertake continuous professional development

**Additional Duties**

* To meet the individual needs of all customers
* To promote and safeguard the welfare of young people and vulnerable adults at the college
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



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**Qualifications**

* Relevant qualification to minimum of Level 3 (A Level or equivalent)
* High level of literacy skills
* High level of computer skills, in particular Microsoft Excel and Word
* Evidence of continuing professional development
* Information Advice and Guidance qualifications would be advantage
* Health and Safety qualification would be an advantage

**Knowledge/Experience**

* Experience of working in a customer service environment
* Experience of meeting targets and monitoring progress
* Experience of effective team working and promoting relationships between staff, students and the community
* Experience of Employer Engagement
* Experience of dealing with students and young people
* Experience of working in a busy office environment

**Skills/Attributes**

* Excellent communication skills, both oral and written including effective presentation skills
* A high level of organisational skills and accuracy
* Flexible approach
* Customer focused
* Logical approach to problem solving
* Ability to think and plan creatively

**Additional Requirements**

* Ability to travel as required
* Willingness to work flexible hours

**Post Information**

* Reports to Programme Manager
* This post is for 37 hours per week
* Salary £17,526 – 20,163 (pro rata)
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.