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| **Job Description** | **H:\Seevic logo_rgb.jpg** |

**Post: Employment Skills Coordinator**

**Reports to: Director Performance & Learner Journey**

**Hours of work: 37 Hours over 52 Weeks**

**Main purpose of job**

The post holder will be responsible for co-ordinating and managing a team of Employment Skills Advisors and support staff, identifying and working closely with businesses and employers for work experience opportunities for the College’s students. This post will be responsible for all aspects of the student and employer support functions including developing work placement systems and processes.

**Duties and responsibilities**

* Ensure the effective management of the college work experience service. Liaise with both staff and external partners and employers to ensure a comprehensive database is developed.
* Management of Employment Skills Advisors and other support staff as part of the Employment Skills Team.
* Source and advise managers of new placements and to set monitor and achieve work placements targets.
* To develop contacts with local employers to create opportunities for work experience, work trials as a route into employment.
* To offer a wide range of employment and training advice, including careers and benefits to empower employers making informed decisions about employment opportunities.
* To work with managers to build good working relationships to maintain referral networks, ensure follow up of individuals and reduce any possible duplication of effort.
* Adhering and managing each Curriculum Area work experience expectations, timeframes and deadlines in a timely way for student placement.
* To monitor students placed on work placement to identify any issues/training requirements and support them in appropriate way to help them to secure sustainable employment.
* To support students to gain and improve their employability skills through running job search, including CV and application preparation and interview techniques.
* To negotiate Service level agreements and work placement contracts with both curriculum staff and employers to help identify current and future opportunities.
* The main point of contact for the Team in managing the completion of Safeguarding DBS checks and Health & Safety work placement assessments.
* Ensuring that the programme is compliant regarding safeguarding and health & safety assessment with contractor, employer and key stakeholders.
* Ensuring the production and management of clear and concise risk assessments are formulated and adhere to safeguarding and health and safety legislation.
* Management and recording of student placement data using appropriate systems and CRM database and to report monthly on the performance of the team to the Director of Performance & Learner Journey.
* Co-ordinate and proactively respond to and resolve, in a timely and courteous way, a wide range of queries from students, employers and parents by telephone, face to face, email, text message or in writing. Co-ordinate and take responsibility for obtaining all information necessary to process or resolve a query at first point of contact, only escalating it to others where this is appropriate.
* Co-ordinate and disseminate expectation of the importance of the Employment Skills Team’s customer service standards and ensure a positive image of Seevic College is provided.
* Provide information to key stakeholders using a range of college services including the Customer Relationship Management System (CRM), Promonitor and other database systems as appropriate.
* Co-ordinate and manage the expectations of key stakeholders on the progress of their placements, enquiries or service requests.
* Managing and co-ordination of student support in terms of preparation for employment placement.
* Co-ordinate and work closely with the College’s Head of Learning and Curriculum teams ensuring that student work placements processes runs at maximum effectiveness and efficiency.
* Where necessary, undertake an advisor role. Including where appropriate sign up visits to employers and employer/learner reviews, surveys, safeguarding and health and Safety checks.
* Has an understanding that safeguarding is a shared cross college responsibility. Takes ownership of embedding safeguarding practices into their remit as appropriate to their role within the organisation

**General**

* To actively promote the College’s Equalities and Diversity policies within all aspects of the post.
* To adhere to and proactively promote the College’s Values and Behaviours at all times.
* To have a comprehensive understanding that Safeguarding including PREVENT is a shared cross College responsibility and to ensure that Safeguarding is robustly embedded into the curriculum and staffing community appropriate to their role within the organisation.
* To carry out supplementary evening or day and or weekend duties as required.
* To comply with the requirements of College Policies and Procedures.
* To be responsible for the implementation of and compliance with the College’s Health and Safety policy.
* To champion and embody best practice College developmental activities including Performance Appraisals.

**The duties and responsibilities listed are not exhaustive and the College may reasonably require that post holder to undertake duties and responsibilities not stated within this job description.**

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education & Training** | * A good all round standard of education, particularly in English and Communications * Willingness to undertake IOSH & HSS8 qualifications as required | * ILM Management Qualification or equivalent * IOSH Management of Health & Safety Qualification * HSS8 (formerly Unit ‘D’) Qualification * I T qualifications |
| **Experience and knowledge** | * Previous management of a team and/or project experience * Sound knowledge and understanding of issues relating to work experience placements, work trails and employment recruitment practices in a FE college. * Aptitude to work in a customer focused environment and/or demonstrated relevant service knowledge, with an ability to meet timely minimum standards, targets and deadlines * A sound knowledge of Health & Safety within the workplace * A sound knowledge of Safeguarding children and vulnerable adults * Knowledge and understanding of local labour market opportunities and of local/national trends in relation to Seevic College * Excellent interpersonal skills and the ability to communicate effectively both verbally and in writing to a variety of audiences and situations. * Experience of negotiating and influencing outcomes * Experience of gathering data, preparing meaningful reporting and database management and recording * Experience of using a PC to produce a variety of documents using IT applications e.g. Word and email to write reports * Effective inter-personal skills with key stakeholders and colleagues and the ability to build successful working relationships within a team * Ability to work flexibly, including occasional evenings with notice. * Ability to work under pressure and to prioritise, set and achieve both team and own targets. * Excellent communication, organisational and administrative skills with a flexible approach |  |
| **Skills and attributes** | * Ability to prioritise and work independently * Ability to co-ordinate a team of people * Ability to work as part of a team * Ability to work proactively and take initiative when appropriate * Commitment to the work of the College * Commitment to learners and learner achievement * Effective customer focus skills   + Professional Appearance |  |

**Please sign and date to confirm you have read and understood the requirements of the role.**

**Post Holder:** …………………………………………… **Date**: ………………………………

**Line Manager:** …………………………………………… **Date**: ………………………………