JOB DESCRIPTION

**POST TITLE:**  Work Experience Co-ordinator

**GRADE:** Harmonised Salary Scale 15

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

**DEPARTMENT:** Career Planning and Progression

**RESPONSIBLE FOR:** Working across the college to ensure the arrangements for work experience are managed safely and are of high quality. Creating strong partnerships with employers and working with curriculum to secure meaningful work experience placements for college students.

**PURPOSE OF THE POST**

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| The post holder will: |
| 1. Be the lead college liaison with employers and agencies for the purpose of obtaining high quality work experience opportunities for students.
2. Work closely with tutors and progress coaches to identify students who require a placement and work with them to implement a programme for students to seek work experience.
3. Oversee the arrangements that ensure work experience employer placements are vetted for health and safety.
4. Lead on arrangements that ensure staff monitoring of placements is planned and effectively managed across the college.
5. Strive to achieve consistently outstanding provision.
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# **DUTIES AND RESPONSIBILITIES**

1. Work with managers and tutors across the college to maintain an overview of work experience needs across the college.
2. Assist teams to plan aspects of work experience delivered through the tutorial programme.
3. Work closely with the team of progress coaches and tutors to ensure students are clearly identified for appropriate work experience opportunities and planning for attendance at work placement is effective.
4. Work with tutors and the TEL team to ensure learning materials to support work experience are up-to-date and utilised effectively within the tutorial programme and that ProMonitor is fully utilised to capture the work experience.
5. Work within the Employer Engagement team to ensure work placement is explored with all current and potential apprenticeship employers.
6. Contact employers to seek high quality work experience opportunities.
7. Provide quality assurance that work experience monitoring is: in place, meaningful and effective.
8. Work with colleagues across the college to ensure work experience monitoring is managed within planned staffing allocations.
9. Work with the marketing department to deliver campaigns to engage employers to offer work experience opportunities.
10. Work with colleagues in MIS to ensure arrangements to record work experience are in place and can be reported upon.
11. Ensure all communication with employers is followed up in a timely way.
12. Maintain abreast of funding policy affecting study programmes and work experience, ensuring the college continues to meet audit arrangements regarding the recording of learner time spent on work experience placement.
13. Provide cross college reporting on take-up of work experience.
14. Promote the use of ProMonitor and other college systems to provide high quality opportunities to prepare for and reflect upon work experience.
15. Promote the linkage between delivery teams and employers to define ‘live project briefs’ to involve classroom based students in work that is responsive to employer’s needs.
16. Undertake a full range of promotional activities including careers fairs aimed at engaging work experience providers in learner progression opportunities.
17. Provide mentoring and staff development for all staff involved in supporting the work experience programme.
18. Work with colleagues in the council, LEP and other agencies on collaborative arrangements to involve employers in the provision of work experience.

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

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| **Post:** | Work Experience Co-ordinator | **Department:** | Career Planning and Progression |

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| **Key Requirements:** | **Essential/****Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Qualified to level three in a relevant subject.  | **E** | **A** |
| IOSH Health and Safety | **D** | **A** |
| Level four or higher in management or business studies. | **D** | **A** |
| Maths Level 2 | **E** | **A** |
| English Level 2 | **E** | **A** |
| **Experience:** |  |  |
| Substantial experience in working with young people.  | **E** | **A/I** |
| Proven ability in working with employers.  | **E** | **A/I** |
| Ability to apply and coordinate processes with diverse staff teams.  | **E** | **A/I** |
| Experience in the education and training sector.  | **E** | **A/I** |
| Proven success in leading a team to meet and exceed challenging targets and KPIs. | **E** | **A/I** |
| Experience in business development and/or influencing stakeholders.  | **E** | **A/I** |
| Experience of working in a changing business environment requiring a flexible and responsive approach | **E** | **A/I** |
|  Experienced in implementing and coordinating systems.  | **E** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Ability to plan, organise and problem solve  | **E** | **A/I** |
| Excellent English writing skills with a close eye for detail and accuracy of spelling, grammar and correct use of language. | **E** | **A/I** |
| Outstanding time management and organisational skills.  | **E** | **A/I** |
| Ability to work under pressure and meet deadlines. | **E** | **A/I** |
| Knowledge of education policy and funding regulations. | **E** | **A/I** |
| Outstanding teamwork and collaborative skills. | **E** | **A/I** |
| Outstanding customer service skills, the ability to engage with people at varying levels of responsibility and adopt appropriate communication strategies. | **E** | **A/I** |
| Reflective and keen to continuously develop skills, ability and knowledge in relation to the job role. | **E** | **A/I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding Children & Vulnerable Adults within the workplace | **E** | **A/I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices. | **E** | **A/I** |
| Have a full driving licence and vehicle with business insurance | **E** | **A/I**  |
| Willingness to undertake travel in line with the needs of the role | **E** | **A/I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | KT | **Date Produced:** | Mar18 |