



EMPOWERING CREATIVE THINKERS

Job Title: Work Experience Coordinator

Start Date: 6th September 2021

Location: East Sussex - Brighton and/or Bexhill Dv8 Sussex Centres

Salary: £21,000 pro rata (term time only)

Full Time – Mon-Thurs - 9-5/ Fri - 9-4.30. 1 year post initially with the possibility to extend.

Job purpose The Work Experience Co-ordinator will work within a small busy team to develop relationships with local employers within the creative and digital sector, who can offer Industry placements and work experience to our learners. There will be a focus on developing 'T Level' style Industry Placements for students, which are longer in duration than traditional work experience. The role will support Dv8's vision to ensure that students understand the importance of developing employability skills, work readiness on their pathway to future careers.

Responsible to: The Student Services Manager

Dv8 Sussex Centre Outline

Dv8 Sussex specialise in delivering innovative training for young people in creativity and media, all taught by industry professionals and designed to provide a real experience of working in a creative environment.

We recognise the strengths of learning through doing something that is challenging, inspiring and fun. The young people on our courses are supported to progress into work or higher education following their time with us. All courses contain qualifications embedded within activities such as successfully releasing a music track, staging live performances and events, creating a website or a podcast.

The young people attending our courses often face significant barriers to learning. Many find learning challenging, may have low basic skills levels, low confidence and/or chaotic personal lives. Many learners at Dv8 will have failed to achieve academically in more formal settings and our aim is to support them to progress into further learning or employment following the course.



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Job Description

Key duties associated with the job role

- Source and maintain relationships with employers in the creative and digital economy and set up work placements
- Ensure effective liaison and communication is maintained at all times between Dv8 staff, students, parents, schools and work placement providers utilising a range of methods including use of Social Media
- Maintain regular contact with work placement providers and stakeholders by telephone, e-mail and in writing.
- Ensure that all work experience placements and providers conform to Health and Safety and Safeguarding requirements
- Contribute to Quality Improvement Systems by collecting data on learner feedback and work experience provider feedback
- Ensure that Management Information Systems and student WEX records are kept up-to-date and accurate
- Undertake site visits to work experience placement providers as required
- Attend marketing and link events with local schools as required
- Lead the coordination and delivery of Social Action Projects for students who are unable to undertake work experience placements
- Be available to support and advise students and placement providers practical and any other issues
- Comply with, and make a positive contribution to all company policies, rules and procedures, current legislation and best practice for Safeguarding and Health & Safety.
- Any other reasonable tasks required to carry out the role and effectively support staff, employers and the young people on programme.



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Person Specification

Essential Skills and Knowledge

- Excellent written and spoken communication skills
- Excellent IT Skills, particularly in Microsoft Office Word, Excel and PowerPoint, web navigation and email and web based applications
- At least 5 GCSE's A*-Cs including English and Maths
- Ability to problem solve independently and to use own initiative
- Ability to use information systems
- Ability to manage a demanding workload effectively
- Ability to build positive relationships and communicate effectively with a 16-19 year old client group, employers, schools and other community stakeholders

Desirable Skills and Knowledge

- Experience of work placements, careers, Information, Advice and Guidance or employability skills development work with 16-19 year olds
- Knowledge of and interest in the creative industries
- Experience of event management
- Previous experience of working with young people