

Person Specification

Post: Work Placement Coordinator

Responsible to: Careers Lead & Employability Manager

E: Essential	D: Desirable
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Criteria	E	D	Method of Assessment
<u>Formal Qualifications</u>			
1. GCSE Grade C or above (or equivalent) in English and Maths.	✓		Application
2. Appropriate Level 3 qualification		✓	Application
3. Relevant Health and Safety qualification e.g. IOSH Managing Safely.		✓	Application
4. Evidence of continuing personal and professional development.		✓	Application
<u>Background & Experience</u>			
5. Experience of managing high volumes of data successfully	✓		Application/Interview
6. Experience of working with a range of employers from different skills sectors, networking and creating opportunities	✓		Application/Interview
7. Experience of creating and designing documents aimed at different markets.	✓		Application/ Interview
8. Experience of working in a customer focused environment and managing a CRM system.	✓		Application/ Interview
9. Proven ability to achieve challenging targets	✓		Application/ Interview
10. Experience of working in a fast paced, dynamic work environment	✓		Application/Interview
11. Experience of project management within an educational setting.		✓	Application/Interview
12. Relevant experience gained in a similar role in an educational setting.		✓	Application/Interview

Skills & Attributes			
13. Ability to act as an ambassador for Ashton Sixth Form College and promote employer engagement and the work placement programme	✓		Interview/Reference
14. An up-to-date knowledge and understanding of careers and work experience issues.	✓		Application/Interview
15. An understanding of and belief in the impact of encounters with employers on the life chances of a young person	✓		Application/Interview
16. An understanding of relevant H&S legislation.	✓		Interview
17. Imagination and energy necessary to generate enthusiasm for employer engagement and work placements	✓		Interview/Reference
18. Ability to communicate effectively with a large range of stakeholders, from Senior Managers and business leaders to students and their parents	✓		Application/Interview
19. Excellent ICT skills (including good working knowledge of MS Office packages) and ability to analyse data.	✓		Application/Interview
20. Able to work on own initiative and to manage own time and workload effectively in a busy environment.	✓		Application/Interview
21. Able to work calmly under pressure.	✓		Application/Interview
22. An organised completer/finisher who will see developments through, then evaluate and improve for the future.	✓		Application/Interview
23. Must hold a valid UK driving licence have access to a car/have the ability to travel to placements when required.	✓		Application/Interview