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**Person Specification**

**JOB TITLE: WORK EXPERIENCE OFFICER**

**REPORTING TO:** **TRANSITION AND PROGRESSION MANAGER**

**EFFECTIVE FROM: NOVEMBER 2018**

**Essential and Desirable Criteria for the Post**

The successful candidate will be able to demonstrate that they meet the following criteria:

#### Qualifications and Knowledge

#### Educated to Level 3 or higher, degree or equivalent (Desirable)

#### English and Maths Level 2 at A\*-C grade (Essential)

#### Full driving licence (Essential)

#### Knowledge of Post-16 education opportunities and progression pathways (Desirable)

#### Knowledge of local labour market opportunities (Desirable)

#### Experience

#### Experience of actively contributing to the development of outstanding links and relationships with influential and senior staff with local employers, secondary schools and higher education providers

#### The ability to communicate effectively both verbally and in writing, and the ability to liaise with staff at all levels both internally and externally

#### The ability to write clear and concise letters, memos and reports, keep detailed records of work and demonstrate the ability to complete administrative procedures.

#### The ability to follow and interpret agreed policies and procedures

#### Excellent IT Skills – especially Microsoft Office packages

#### Skills and Qualities

#### The ability to develop strong working relationships both inside the organisation and within the business community.

#### The ability to demonstrate confidence in dealing with students, staff, parents, schools and members of the local business community

#### The ability to make decisions using own initiative

#### The ability to demonstrate an eye for detail and accuracy

#### Able to maintain data records and use IT systems to inform reports which support college management and governors understanding of all work related activities

#### Willingness to work flexibly in accordance with the need and demand to promote the College to students. This includes potential evening and weekend working

**Personality and Motivation**

* The ability to create and communicate vision and to inspire and motivate others to raise standards
* The ability to maintain high standards of personal behaviour and professional conduct at all times
* A commitment to the concepts of growth mindset and ‘unconditional positive regard’ in the context of our working relationships.
* Strong commitment to promoting and providing high quality general education for post-16 students
* Strong commitment to continued professional development and the ethos of continuous improvement
* Demonstrable resilience, strong ambition and determination to succeed, always putting the student at the heart of everything we do.