

JOB DESCRIPTION



POST : **Employer Engagement and Work Experience Coordinator**

GRADE : **SOI**

RESPONSIBLE TO : **Director of Employability**

RESPONSIBLE FOR : **N/A**

The Governors of the College expect all employees to be fully committed to the College's Equal Opportunities & Health & Safety Policies & accept personal responsibility for practical application. All employees are required to comply with & promote these policies & to ensure that discrimination & danger is eliminated within the service to staff, the students, their parents & carers.

Job Purpose

- To manage, plan, secure, monitor and evaluate suitable work placements and volunteering opportunities for students.
- To engage with local and national businesses and employers to source and secure opportunities and foster continued working relationships.
- To keep abreast of current working practices, vocational changes and build a solid understanding of the needs of the labour market.

Duties and Responsibilities

I. Main Responsibilities, Tasks, & Duties

- I.1. To initiate links with employers and voluntary agencies and to negotiate high quality placements that are well matched to the student according to their career aspirations, interests and abilities.
- I.2. To expand the college employer network, coordinate employer engagement contacts and be the key contact for employers who express an interest in working with the college
- I.3. To coordinate the college Employer Forum
- I.4. To be proactive in identifying and pursuing opportunities
- I.5. Ensure the effective management of the college work experience programme and Employer engagement activities

- I.6. Ensure all placement health and safety regulations are met through conducting risk assessments at industry premises to assess suitability for work placements
- I.7. Provide comprehensive information to parent/carers regarding work experience; this will include creating documentation and having one-one contact with parents /carers and to identify potential new working relationships and offers of support
- I.8. To keep abreast of the local and national labour market and to advise the college of trends and changes
- I.9. Ensure all students are equipped to confidently source work experience placements and are able to manage their placements using GroFar
- I.10. Provide and digitally collate the necessary documentation to employers, parents and students such as health and safety, job descriptions
- I.11. To work productively with Curriculum Leaders/Employability Coordinators to ensure effective processes are applied and supported for a collaborative approach to employer engagement.
- I.12. To develop and deliver resources to ensure students and staff are well equipped to maximise on placement opportunities and leads
- I.13. To ensure all high needs learners are adequately prepared for and matched to appropriate work placements ensuring that these placements are regularly monitored
- I.14. Design, devise and implement a programme of work placement preparation activities to ensure students are “work ready” and understand the both college and Employer expectations
- I.15. Liaise with college staff to raise of the work experience programme and their necessary involvement such as setting targets relating to study programmes
- I.16. To be available as first point of contact for employers, students and parent/carers during the work experience programme and deal with any issues arising
- I.17. Ensure employers are provided with all required information required for a successful placement such as induction, attendance and safeguarding arrangements.
- I.18. Evaluate and monitor impact of work placements consider student and employer feedback.
- I.19. To work collaboratively with the Deputy Director of Employability, sharing appropriate employer links to expand the T-Level Employer pool
- I.20. To organise a programme of Events with external organisations to raise aspirations and develop student Employability skills
- I.21. Liaise with the Apprenticeship Mentors to ensure college employed apprentices are receiving the required support in line with their apprenticeship programme
- I.22. To carry out any other duties to the post as required by your line manager.

2. Managing Marketing and Publicity

- 2.1 Identify effective ways to promote the work experience programme to staff and students. To create and implement a work experience programme that is high-calibre and therefore encourages high quality employers to continue with their participation, and to attract new employers.

3. Contacts & Relationships

- 3.1. Contact will be varied and diverse including regular contact with students and parents.
- 3.2. Regular contact with employers and supporting work experience teaching nominees.
- 3.3. Regular contact with Director of Employability and when necessary other Senior Management.
- 3.4. The postholder will be required to give advice and guidance to students, parents and colleagues.
- 3.5. The postholder will also have regular contact with external bodies, and agencies.
- 3.6. Attending staff team meetings as appropriate.
- 3.7. To coach students on work experience placements both in college and on employer premises.

4. Administrative

- 4.1. To ensure all employer engagement activities are recorded using the GroFar CRM.
- 4.2. Maintain all documentation relating to the work experience programme digitally by updating GroFar work experience platform
- 4.3. To regularly produce reports containing statistical and qualitative data for senior management and Governors
- 4.4. To collate and present information from various sources using professional applications to an advanced standard, formatting documents in a consistent corporate style.
- 4.5. To ensure the coherence of permanent records, chasing relevant contacts for information.
- 4.6. Work will be subject to frequent changes and interruptions to workload and scheduling. Deadlines will be subject to change according to changing priorities.
- 4.7. General office work will require long periods of working at a computer.

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

PERSON SPECIFICATION

POST TITLE: Employer Engagement and Work Experience Coordinate

Requirement	Essential	Desirable	Shortlisting Criteria
Experience			
Highly experienced networker, with ability to manage deadlines achieving targets in a fast-paced environment; with proven ability to foster positive relationships with external and internal networks.	x		AF/I
Track record of securing work experience placements.	x		AF/I
Experience of working with external agencies in relation to identifying opportunities and matching students appropriately to these		x	AF/I
Experience of working with young people in an educational setting		x	AF
Experience of partnership / stakeholder management	x		AF/I
The ability to deliver a range of impactful and innovative employability initiatives		x	AF/I
Experience of conducting risk assessments		x	AF/I/C
Experience of organising WEX placements	x		AF/I
Qualifications			
To be considered for this role you must have a relevant level three qualification in a given area	x		C
IOSH qualified with a willingness to undertake the NEBOSH qualification if required		x	AF/C
Specialist Knowledge			
Knowledge of barriers faced by learners seeking work placements.		x	AF/I
Knowledge of liaising with other external organisations who offer work related learning opportunities to post 16 students.		x	AF
Knowledge of local labour market and skills shortages.	x		AF
Skills & Abilities			
A confident communicator with proven networking skills with the ability to lead and manage Employer Forum(s).	x		AF/I
You will be comfortable working in a target-driven environment and be able to work flexibly to meet the changing demands of a busy service.		x	AF
Ability to match learner's skills and abilities with placement opportunities.		x	AF
Ability to communicate effectively with a diverse range of people across all ages and levels.		x	I
Ability to think creatively to identify opportunities		x	I

Ability to establish effective relationships with both curriculum staff and external stakeholders.	x		AF/I
Professional in conduct and approach.		x	AF/I
Good computer skills.	x		AF
Highly motivated.		x	AF
Excellent organisational skills.	x		AF/I
Ability to use initiative and problem solve.		x	I
Setting and achieving high standards for yourself and your team.		x	AF/I
Promoting a culture of quality, partnership and innovation		x	AF/I

A=Application Form I=Interview C=Certificate