



JOB DESCRIPTION

Post:	JOB SHOP COORDINATOR
Responsible to:	Employability Lead
Salary:	£17,789 - £18,618 pro rata Scale 2 Points 14 – 16 Term Time only (38 weeks)
Conditions of Service:	Truro and Penwith College
Main Purpose of Job:	<p>To work with the Work Experience Coordinator to provide a central point for work placement learning and enterprise as well as provide learners with the best opportunity in finding and obtaining employment.</p> <p>To maintain a database tracking work placements and PLTS and liaise with the Business team in setting up appointments and providing information on apprenticeship vacancies.</p>
Specific Duties:	<p>To liaise with college staff, students, employers and other outside agencies for the purpose of placing, reviewing and monitoring of students on work placement.</p> <p>To assess student employability via CV / Employability Toolkit and one to one interviews.</p> <p>To support students to improve their employability via recorded feedback.</p> <p>To maintain a database of employers who undertake work placements as well as track PLTS using Moodle.</p> <p>To maintain accurate and auditable records.</p> <p>To organise information sessions regarding work placements, employment and apprenticeship opportunities for the students throughout the year.</p> <p>To take an active lead on Enterprise Learning organising events designed to engage students with the enterprise agenda.</p>



To raise the JobShop profile both within the College and through increased employer engagement opportunities.

To act as a host venue for local employers looking to recruit.

To work with internal departments supporting Progression weeks, NEET's events and Careers Fairs.

To support the recruitment of candidates for work experience / part time jobs in conjunction with their Study Programme.

To advise on market trends and workforce development.

To set up appointments with the careers team to ensure learners are given the best possible information.

To assist with the production of effective marketing and publicity material, to participate in all events/activities associated with the marketing and promotion of the service as required.

Implement the College's Equal Opportunities Policy, Race Equality Policy and Disability Policy.

Participate in the College's Performance Review and in-service training and staff appraisal.

Ensure a safe working environment in accordance with legal requirements and College regulations.

Undertake any other duties as may from time to time be specified by the College, that are within the level and responsibility appropriate to the grade of the post.



General Requirements: As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

Student Welfare and Support Services.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

To be responsible for promoting equality and diversity in line with College procedures.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

PERSON SPECIFICATION

JOB SHOP COORDINATOR

Ideally, the person appointed will have the following skills and experience:

- A minimum of a Level 3 Qualification or relevant Apprenticeship
- Experience of, or interest in developing skills in employability
- The ability to communicate well with students and to facilitate learning
- Excellent administrative and organisational abilities
- A high level of awareness of issues within education and the world of work
- Excellent interpersonal skills in dealing with staff, students and members of the public
- The flexibility and willingness to encompass and support new developments in both the curriculum and organisation of the College
- Able to undertake flexible working hours as working pattern may include evening and weekend deployment
- An understanding of the Personal Learning and Thinking Skills
- A high level of Information Technology skills, as the role will require the use of a number of systems
- Experience of working in an environment where sensitivity, empathy and patience are required
- Be a committed team member, willing to support and collaborate with colleagues
- Demonstrate a flexible attitude towards their work, with a willingness to embrace and support change
- A commitment to continued professional development, and to expanding knowledge and sharing best practice

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.