

Title of Post: **Employability Manager & NCOP Coordinator**

Responsible to: **Vice Principal (Schools & Community)**

Responsible for: **Employability staff**

Purpose:

- Contribute to the implementation of the college's strategic aims by planning for and providing a range of employability, professional guidance and career planning services to students.
- Develop strategies to ensure that all students have a planned and successful progression after Barton Peveril.
- To work with departments to provide effective up-to date independent information, advice and guidance in relation to employability and work-related learning for students.
- Manage the appropriate employer placement of students as a part of their programme of study for those not going to university, and those going to university for who work experience is essential.
- To lead and manage volunteering.

Overview of Roles and Responsibilities

Role	Responsibilities
Strategy	<ul style="list-style-type: none"> • Ensure successful progression of all students to positive destinations • Minimise withdrawals
Management	<ul style="list-style-type: none"> • Line-management of the employability team and programme • Budget management
Support	<ul style="list-style-type: none"> • Support for current students, prospective students and parents. • One to one guidance, groupworks, presentations, enrolment interviews, delivery of careers education and work experience programme
Networks	<ul style="list-style-type: none"> • Engage with teaching staff, tutors, employers, HE providers, SEN team to ensure students receive meaningful, targeted guidance
Organisation	<ul style="list-style-type: none"> • Help organise events such as the Careers Fair, HE Fair, Careers In days, Meet the Employer
Information	<ul style="list-style-type: none"> • Keep up-to-date with local and national labour market

	information. Communicate effectively with students, parents and staff
NCOP	<ul style="list-style-type: none"> ● Identify target students and develop engaging and timely ways to support them. ● Act as point of contact with SUN and other organisations that help WP students ● Regularly record, evaluate and communicate interventions
General	<ul style="list-style-type: none"> ● Tutor group ● Demonstrate commitment to safeguarding and promoting the welfare of children and vulnerable adults

Main Duties & Responsibilities:

Management duties:

- In conjunction with the Careers Manager (HE), develop strategies to ensure that all students have a planned and successful progression into valuable further education, training or employment
- In conjunction with the Careers Manager (HE), to help develop strategies to minimise the number of withdrawals from college for reasons within the college's control and to help at risk students be prepared for a positive future destination
- To develop opportunities for students to volunteer within the college community and further afield and to manage volunteer placements safely and appropriately
- To participate in appropriate local networks
- To line manage and to provide leadership for the Employability team and to manage the Employability service
- To ensure that appropriate and relevant careers and employability advice, guidance and support is available for, and communicated effectively to, students and prospective students
- To develop ways of identifying students for employability courses and get them on to programmes at appropriate times
- Work with the Careers Manager, Student Progress Advisors, tutors, software development team, and MIS to: ensure that data is gathered effectively to help deliver effective careers, work experience and employability services.
- To find innovative ways of engaging employers with the College
- To manage the budget for Employability
- To ensure, in conjunction with the Careers Manager, that the college works in accordance with Gatsby Benchmarks

Employability Advice and Guidance duties:

- Help interview prospective students who apply to join the college and ensure they choose curriculum subjects that are in keeping with their academic ability and career goals
- Provide advice to students on career and employment options (such as apprenticeships, further employment training, job vacancies, etc) on both a drop-in and pre-arranged interview basis, through group sessions and presentations
- Promote the Careers service to students and prospective students with advice through the tutor programme and a presence at Open Evenings, Parents Evenings, Introductory days, enrolment and similar events

- Establish and maintain links with college tutors to promote the careers and employability service
- Oversee the provision of events to promote progression to employment, such as the Futures Fair and Meet the Employer talks
- Assist with A-level and GCSE results services and College enrolment
- In conjunction with the Careers Manager, ensure that the careers resource area and the careers section on the college's intranet and website, are appealing and relevant to students, with up to date resources
- Develop and deliver presentations to parents, students and staff as required
- Develop and maintain effective links with employers and apprenticeship providers
- Keep up-to-date with changes in employment opportunities and apprenticeships, and communicate this specialist knowledge appropriately in the college
- Contribute to shaping careers and employability services in the college in order to adapt to an ever changing external picture
- Work with Subject Leaders and Directors to ensure the employability element is sufficiently covered in relevant courses / subjects
- Support the rest of the careers team in providing information, advice and guidance relating to Higher Education
- To act as the point of contact for identified targeted students. Provide small group and/or 1-2-1 mentoring and support to enable them to participate in education and employment initiatives offered by SUN, partner HEIs, further education colleges, training providers, charities and employers
- Provide support to NCOP students making applications to further study including applications for level 3 and level 4 courses (including apprenticeship pathways).
- To act as the point of contact for the Southern Universities Network to ensure a strategic and collaborative approach to NCOP
- Work with College data to identify target students. Interrogate available data to ascertain trends, opportunities and suggest improvements to activity delivery.
- Facilitate SUN-led interventions and programmes, ensuring activity is targeted and delivered to target students
- To proactively build and maintain relationships with key members of staff in order to raise the profile of the programme and the opportunities available. To identify CPD opportunities for staff
- To produce regular reports on the productivity and standard of events, activities and projects to ensure high quality and effectiveness. To work closely with the SUN Evaluation team to implement network strategies to monitor and evaluate projects and NCOP activity
- Maintain accurate records of events, students and activity costs, and work closely with the SUN Monitoring and Evaluation team and college finance teams to ensure that these are appropriately collated
- To have a tutor group.

General duties:

- To promote and ensure compliance with all college policies and procedures. In particular, to ensure equality of opportunity and the effective application of health and safety procedures.
- Demonstrate commitment to safeguarding and promoting the welfare of children and vulnerable adults
- Any other duties required by the Principal, which are reasonable within the purview of the post.

PERSON SPECIFICATION:

The post holder will:

- be a graduate or have equivalent qualifications and/or experience
- ideally hold at least a Level 6 in Careers Advice and Guidance
- have significant recent experience in a careers function preferably in an educational institution
- have up-to-date knowledge and understanding of relevant university entry process, training and employment opportunities
- have team management experience with the ability to motivate staff and a desire to achieve high standards of service
- have experience of strategic planning and developing and implementing creative solutions and innovations
- have good organisational and interpersonal skills with the ability to create good professional relationships at all levels
- be confident in the use of IT, and ideally have experience of careers related software
- have excellent presentation skills with the ability to research and disseminate information to large and small groups and individuals including students, parents and members of the College community
- understand the pressures faced by the students and ensure that appropriate and effective support is provided at all stages of their connection with the College
- be an active team player who is nonetheless self-motivated
- have good analytical skills with the ability to present information to different audiences in appropriate formats
- have an empathy with the notion of public service and in particular an appreciation of the importance of providing high quality educational services.