



JOB TITLE:	Employability Advisor
REPORTS TO:	Careers Progression Manager
SALARY:	Point 25 £20,765
HOURS:	37 hours per week
WORK PATTERN:	Term Time Plus 10 days

Purpose of the Role

The post holder will be a member of the Opportunities and Destinations team offering support to students through assistance with work placements, work experience and employability activities.

The role will oversee work experience elements. Management of engagement activities to ensure the delivery of the programme and others that are developed as a result of employer responsiveness.

Key Responsibilities

Advice and Guidance

- Ensure the effective operation of an advice centre for students on all aspects related to preparing for destinations and progression (careers, training, education, work experience, enrichment, volunteering, application and C.V. development etc.)
- Provide information, advice and guidance regarding the expectations and requirements for placements and on gaining experience in preparation for progression e.g. employment, apprenticeship or higher education – including nursing and teaching.
- Ensure that the needs of students who are vulnerable or who require a high level of support, such as students with learning difficulties and/or disabilities are met and provide advice and/or training for employers in meeting the needs of vulnerable students during a work experience placement.
- Responsible for internal and external queries related to the work experience programme, liaising with employers and curriculum areas on the development of suitable activities.

- Undertake 1-1 interviews with 14-16 students pre and post work experience placement.

Work Experience and Placements

- Completion of all documentation and record keeping to ensure funding body compliance for work experience related activities.
- To organise work experience placements for students in the college 14-16 academy.
- Establish, record and develop strong links with local and national employers to devise engaging and meaningful work related learning activities to be included in the college's provision.
- Ensure the volume of placement opportunities provided meets the needs of all learners wishing to access them as part of a study programme or course requirement across and beyond the full college provision.
- Accountable for ensuring that all work experience and placements are well managed and administered ensuring students are well prepared and supported throughout the process.
- Manage, support and ensure the high quality and appropriateness of the application process for work experience which includes interviewing students to ensure that they are matched to suitable placements and that relevant background information is gathered on each student.
- Manage and undertaking the completion of HASPS assessment, DBS checks and all related health and safety documentation to ensure the safeguarding of all learners involved in industry related education.
- Track student progression, monitor attendance and employability skills development, through to final progression outcomes ensuring all key performance indicators (KPI) are met.
- Visit employers and students in the workplace to review progress, gather evidence and act as conduit for the maintenance of good communication and relations between employer and college. Complete feedback reports, as appropriate.
- Provide data and reports relating to progression, applications, enterprise, work experience and employability activity to the Progression Manager to comply with College and funding requirements.

- Play a key role in the annual cross-college destinations exercise to gather information on progression outcomes.
- Establish robust student voice and evaluation opportunities to measure quality and impact of work experience, enterprise and employability activities to provide data for review and analysis as part of the quality improvement cycle and development planning for the area and wider college provision
- Embed, monitor, evidence and evaluate the use of the Humber LEP Employability Matrix within the delivery of all work placements.
- Support partner institution delivery and development of work experience, employability and related activities.
- Work within an allocated budget and comply with financial regulations.

Communication

- Continually review and update the College Intranet to become a rich resource of HE, Apprenticeship, entrepreneurship, work experience, enrichment and employability opportunities. This will also include a dedicated staff area with best practice guides and teaching resources.
- Explore and improve the use of social media and mobile technology as a communication tool for HE, Apprenticeship, enterprise, work experience, employability and enrichment research.
- Work effectively with other cross-college departments (e.g. Student Support) to ensure synergy and develop any opportunities for collaboration.
- Explore operational links with local businesses and networks with a view to increasing business engagement in the learner experience (curricular and extra-curricular).
- Working in collaboration on engagement events to promote JLC and support the work experience provision.

In addition to the above mentioned key responsibilities, the successful candidate will be expected to:

- Collaborative working across the Opportunities and Destinations team and beyond in support of all progression focused activities.
- Cross Opportunities and Destinations departmental cover and support of roles as required.

- Achieve agreed targets and performance indicators across all areas of responsibility.
- Support effective safeguarding of all young people throughout the College.
- Attend as necessary, meetings of all College Staff.
- Adhere to College Policies and procedures e.g. Equality and Diversity; Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

Employee signature:

Date:

Line manager signature:

Date: