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**Work Experience Placement Co-ordinator**

**Job Description**

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| Area | **:** | **Apprenticeships & Employer Engagement** |

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| Salary | **:** | **£21,179 - £23,667** |

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| Hours of Work (Full-time/Part-time) | **:** | **37 hours** |

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| Line Manager | **:** | **T Level Placement & Work Experience Team Leader** |

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| Responsibility for |  | : Build links internally and externally with local businesses and  secure work placements for learners; *and* |
|  |  | : Promoting and safeguarding the welfare of children and young  persons in line with College policies. |

**Main Purpose of Job:**

To provide general administrative / coordination support to the college in order to ensure that work placements:

* meets the needs of learners, employers and other stakeholders;
* are of the highest possible quality to ensure a positive contribution to learner outcomes and

learner/employer satisfaction;

* are effective, efficient and provide excellent value for money;
* reflect the vision, mission, aims and values of the College;
* are innovative, developmental and sector leading; *and*
* promote a culture of excellence and equality.

**Key Duties and Responsibilities:**

1. To work as a team with the faculty coordinators, administration apprentices and curriculum managers to provide outstanding service to learners, staff, employers, parents and other stakeholders.
2. Be the first point of contact for external telephone calls and deal with general enquiries or direct specific enquiries to the appropriate person.
3. Liaise with learners, faculty staff and external organisations to identify and allocate appropriate work placements to learners.
4. Identify and establish links with local organisations, charity or local community projects suitable for work placements and maintain a database of suitable placements.
5. Ensure key processes, e.g. risk assessments are followed
6. Liaise with other faculty representatives to share ideas and seek opportunities for work placements.
7. Maintain college course information system in line with marketing requirements.
8. Liaise with tutors in the provision of Work Placement Information
9. Undertake clerical duties and arrange meetings, prepare agendas, take minutes and place orders and complete associated paper work.
10. Be the point of contact, dealing with enquiries from staff, learners and external contacts, which may include face to face contact, receiving and distributing of messages, booking of appointments and supporting College events and activities.
11. Perform specialist duties including:
    1. ensuring that experience of work contributes to the success of learners
    2. developing and delivering support materials to prepare learners for experience of work and employment
    3. assisting in the identification of suitable work/community placements for learners
12. Update work experience electronic tracking systems with accurate information and provide the work experience management team with regular clear updates.

**Generic Duties and Responsibilities:**

1. Promote a culture of innovation, excellence and equality
2. Reflect the vision, mission and values of the college
3. Contribute to the development of and ensure compliance with all College policies, procedures and agreements
4. Actively contribute to the risk management of the College.
5. Positively promote and implement the College’s strategies on equality, diversity, safeguarding.
6. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment
7. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
8. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

**Work Experience Placement Co-ordinator**

**Person Specification**

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|  | | **Assessment Method** | | | | | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | | Application Form | | \*Test | | Interview | | Psychometric Testing | | Qualification Certificates | References |
| **Education and Qualifications** | | | | | | | | | | | |
| Essential | |  | |  | |  | |  | |  |  |
| * GCSE Grade C *(4/5)* in Maths and English *(or equivalent)* | | **✓** | |  | |  | |  | |  |  |
| * IT qualification or willingness to work to achieve an appropriate standard | | **✓** | |  | | **✓** | |  | |  |  |
| * Evidence of continuous professional development | | **✓** | |  | | **✓** | |  | |  |  |
| **Skills and Experience** | | | | | | | | | | | |
| Essential | |  | |  | |  | |  | |  |  |
| * Excellent Digital Literacy Skills | | **✓** | |  | |  | |  | |  | **✓** |
| * Proven ability to organise and plan | |  | |  | | **✓** | |  | |  |  |
| * Experience of using appropriate IT packages e.g. Word, Excel and PowerPoint | | **✓** | | **✓** | |  | |  | |  |  |
| * To demonstrate an excellent approach to customer service including dealing promptly with internal and external customers and enquiries in an efficient, courteous and welcoming manner | | **✓** | |  | | **✓** | |  | |  | **✓** |
| **Personal Attributes** | | | | | | | | | | | | |
| Essential | |  | |  | |  | |  | |  | |  |
| * Self-motivation and a willingness to learn and develop new skills | |  | |  | | **✓** | |  | |  | |  |
| * Flexibility and ability to work under pressure | |  | |  | | **✓** | |  | |  | |  |
| * Ability and willingness to travel within the local area | |  | |  | | **✓** | |  | |  | |  |
| * Ability to work under minimum supervision | |  | |  | | **✓** | |  | |  | | **✓** |
| * A genuine desire to take maximum advantage of an excellent learning and career opportunity | |  | |  | | **✓** | |  | |  | |  |
| * A positive ‘can do’ attitude | |  | |  | | **✓** | |  | |  | |  |
| * Respect for confidentiality | |  | |  | | **✓** | |  | |  | | **✓** |
| **Other requirements for employment/engagement** | | | | | | | | | | | | |
| Essential | |  | |  | |  | |  | |  | |  |
| * Enhanced DBS | | | | | | | | | | | | |

**Updated: May 2022**