

## Job Description: Work Experience Co-ordinator

### Role Specific

**Purpose:**

To develop and co-ordinate work placement activity for students undertaking compulsory work experience as part of their study programmes.

You will be responsible for sourcing potential placements; maintaining a central database and communicating and liaising with College staff and employers. You will work closely with the College Industry Placement and Work Experience Team Leader to ensure central collation of data and that all placement activities are carried out in line with College guidelines. Emphasis is placed on supporting the work of teams and providing an efficient and effective customer-oriented service and to ensure that deadlines, targets and outcomes are met.

**Main Duties and Responsibilities:**

1. Source work experience opportunities for learners across the College in conjunction with learners, tutors and the employer engagement team
2. Contribute to the development of systems to coordinate work experience
3. Contribute to the training of tutors and other curriculum staff on work experience processes through the development of guidance resources and attendance at curriculum meetings
4. Deal with enquiries from employers, taking messages and follow-up action, as appropriate
5. Deal with confidential correspondence in a professional and discreet manner
6. Collate and check student data and information, and produce a range of reports
7. Maintain appropriate filing systems, manual and computerised, along with storage, retrieval, updating and preparation of information
8. Attend and contribute to curriculum team meetings and other cross-College meetings concerned with work experience activities
9. Liaise with curriculum and support teams in College and externally, to ensure the smooth and efficient operation of the service
10. Participate in training and development, as appropriate
11. Identify learners with additional support needs and work with the Learner Services team to ensure support for these learners in the workplace and in preparation for placement
12. Promote and safeguarding the welfare of children and young people across the College
13. Undertake any other duties that may be reasonably required, commensurate with grade and scope of this post and agreed with the relevant line manager
14. Carry out work experience suitability checks
15. Track students through their work experience and liaise with employers and College staff on monitoring progress
16. Ensure employers fully understand the placement programme and any involvement expected from them
17. Managing records using cross-College IT packages. This might include ProMonitor, ProEngage, or specific placement software packages



## Job Description: Work Experience Co-ordinator

### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

## Job Description: Work Experience Co-ordinator

<b>Person Specification</b>	<b>Work Experience Co-ordinator</b>
<b>Qualifications and Attainments</b>	<b>Essential / Desirable</b>
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	<b>Essential</b>
GCE A Level or equivalent	<b>Desirable</b>
A higher degree or advanced qualification	<b>Desirable</b>
<b>Training, Experience and Knowledge</b>	
Successful experience of working with people of all ages, skills and abilities	<b>Essential</b>
Experience of working within an administrative role, demonstrating excellent attention to detail	<b>Essential</b>
Experience of processing information and utilising systems to monitor and track data	<b>Essential</b>
Proficient in the use of Microsoft Excel, Word, PowerPoint and Outlook	<b>Essential</b>
Experience of working within an education environment	<b>Desirable</b>
Knowledge of the FE sector and its study programmes	<b>Desirable</b>
<b>Personal Skills and Attitudes</b>	
Possess excellent ICT Skills	<b>Essential</b>
Possess excellent communication skills, having the ability to relate to and empathise with a broad range of students of different ages, from different backgrounds and cultures	<b>Essential</b>
Be a team player and have the ability to work autonomously	<b>Essential</b>
Good administrative and organisational skills	<b>Essential</b>
Display initiative, be positive and enthusiastic	<b>Essential</b>
Demonstrate a commitment to equality and diversity, customer service and quality assurance	<b>Essential</b>
Demonstrate a commitment to the process of continuous review and improvement	<b>Essential</b>
Suitability to work with children young people and/or vulnerable adults	<b>Essential</b>
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	<b>Essential</b>