

**Employability and Work Placement Partnership Coordinator (Fixed Term until 30th June 2019)**

**Ref: VBSS19.07**

**1. The Appointment**

We are seeking a dynamic Employability and Work Placement Partnership Coordinator. You will be responsible for developing and securing sector related work placements for learners studying on a range of programmes including existing opportunities, negotiating new placements, ensuring all risk assessments are complete and offering advice and guidance to both employers and students to ensure maximum benefit to both. In addition, you will support learners by tracking, monitoring and enhancing their employability skills. You will be required to work in partnership with the College’s Careers and Work Placement team to deliver an outstanding professional employability service. This will be achieved by offering a range of training and support for the learners through 1:1 and group support prior to and during work placements, volunteering, projects, mock interviews applications for work and other work related activities.

The role supports curriculum departments in efficiently and effectively operating their employability programmes of study delivered to all learners. You will be required to support, mentor and motivate all learners to improve their employability skills by providing appropriate support and liaising with learners, employers and College staff as necessary. Internal communications to ensure the monitoring of health and safety and safeguarding of individuals in the workplace is essential.

It is essential that the person appointed has the ability to build positive relationships, displaying excellent communication and organisational skills.

The role requires a significant amount of travel to employer’s premises and between sites and the ability to do so is essential.

The role will require you to embed the college’s values; working with **Professionalism**, taking **Responsibility** for your actions, and giving **Respect** to clients and colleagues alike.

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. Monitor the progress of all learner Work Placement including the number of hours completed in relation to targets set by the Head of School/Curriculum Manager.
2. Coordinate and implement employability activities to meet learner and curriculum needs.
3. Be able to demonstrate and promote employability skills that employers value.
4. Monitor, report and record participation on LIP (Learner Information Portal) and Work Placement monitoring systems.
5. Manage relationships by liaising with all those involved; the learner, employer, assessor, teaching staff, student support etc.
6. Prepare and coach learners before, during and after placements to meet their action plan, targets and goals.
7. Maintain regular contact with learners and employers through a variety of channels to ensure participation and progress.
8. Visit learners in the workplace to monitor progress, setting (including health and safety), attendance and attitude.
9. Help and direct learners to develop their skills to find employment - CV writing, job searches, completing application forms, mock interviews etc.
10. Celebrate learner progress, record and publish good news stories.
11. To positively maintain relationships with employers providing work related activity in an open, friendly and professional manner.
12. Invite employers to college to give talks and support employer forums.
13. Record and evaluate employer feedback.
14. To ensure learners complete required documents in line with College policy before they start a placement.
15. To accurately maintain databases recording and analysing all learner and employer details, activities, progress and achievement.
16. To attend School of Learning and cross College meetings as required.
17. To undertake a general administrative role which supports the effective functioning of the employability activities.
18. To attend functions, exhibitions and information events as required.
19. Maintain up-to-date knowledge of developments within own areas of responsibility in order to act and develop best practice and provide professional advice.
20. Promotion of equality and diversity to support the development of an inclusive curriculum through challenging discrimination.
21. To undertake risk assessments, visiting employer’s premises and checking key policies, procedures and the working environment. To refer potentially high risk assessments where necessary. To work closely with the Health and Safety Team and external providers.
22. Any other duties commensurate with the post.

**2.2 Other Responsibilities**

a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.

b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.

c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

e) To present and promote an appropriate public image in representing the college group and its subsidiaries.

f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

|  | Essential | Desirable |
| --- | --- | --- |
| Qualifications: |  |  |
| Qualified to Level 3 | ✓ |  |
| Qualified to Level 4 |  | ✓ |
| Literacy Level 2 | ✓ |  |
| ICT Level 2 |  | ✓ |
| Numeracy Level 2 | ✓ |  |
| First Aid at work or willing to work towards within 12 months of appointment | ✓ |  |
| IOSH or NEBOSH qualification |  | ✓ |
| Level 4 Certificate in Education and Training or equivalent |  | ✓ |
| Experience |  |  |
| Recent and relevant experience working with 14 – 24 year olds in an education, youth work or similar capacity | ✓ |  |
| Prior knowledge of conducting risk assessments |  | ✓ |
| Experience of delivering group work sessions as well as working on a 1-2-1 basis with participants |  | ✓ |
| Knowledge of the Common Inspection Framework and Programmes of Study |  | ✓ |
| Experience of utilising computerised management information systems | ✓ |  |
| Experience of working to targets, implementing monitoring and recording systems | ✓ |  |
| Experience of delivering programmes that are focussed on soft skills, mentoring and employability |  | ✓ |
| Experience with working/liaising with employers | ✓ |  |
| Skills /Knowledge |  |  |
| Demonstrate suitability to work with children and  vulnerable adults including knowledge/understanding of  safeguarding | ✓ |  |
| The ability to organise and to be self-motivated | ✓ |  |
| Knowledge and appreciation of Equality and Diversity and Safeguarding with a FE environment | ✓ |  |
| The ability to communicate effectively both orally and in writing and to be fully competent in the use of Microsoft Office programs | ✓ |  |
| Ability to build positive and professional relationships | ✓ |  |
| Use creativity to provide a positive learning experience | ✓ |  |
| Ability to develop and deliver effective learning materials and information | ✓ |  |
| Provide constructive feedback | ✓ |  |
| Collate tracking records | ✓ |  |
| Excellent communication and interpersonal skills | ✓ |  |
| Ability to analyse information and situations and recommend ways forward | ✓ |  |
| Self-managing/reflective | ✓ |  |
| Ability to organise, plan and prioritise | ✓ |  |
| Good time manager | ✓ |  |
| Understand the need for thorough risk assessments | ✓ |  |
| Organise the maintenance of a positive working environment for learners | ✓ |  |
| Qualities/Approach linked to college values |  |  |
| Enthusiasm | ✓ |  |
| Commitment to learners and colleagues | ✓ |  |
| Self-confident | ✓ |  |
| Approachable | ✓ |  |
| Empathy | ✓ |  |
| Flexibility | ✓ |  |
| Open and responsive | ✓ |  |
| Excellent team member | ✓ |  |
| Ability to articulate clearly and objectively | ✓ |  |

**4. Position within the College**

The post-holder will be part of the School of an allocated School of Learning and will report directly to the Head of School.

**5. Terms & Conditions**

1. The post is offered on a Vision Business Support Services Business Support fixed term contract and is subject to those terms and conditions.
2. The salary will be £21,794 per annum (Support Band 5; pro rata for fixed term period).

1. You will be required to work 37 hours per week on a flexible basis.
2. Other terms and conditions to be outlined in line with your contract of employment.
3. The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm** on **Monday 25th March 2018.**

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**