**Work Placement Administration Coordinator (Fixed term until 29th July 2020)**

**Ref: VBSS19.48a**

**1. The Appointment**

The purpose of this role is to support and coordinate the processing of work placement applications as part of the Careers and Employability Team with a key focus on prioritising and actioning outstanding health and safety vettings’. Delivering outstanding customer service, being the frontline of a busy student services office environment.

The ideal candidate will be confident in communication with employers to ensure low and medium risk health and safety electronic paperwork is completed in a timely manner over the telephone prior to students starting placements.

Supporting students dropping in helping to find or match to existing work placement opportunities, booking work placement interventions in the teams diaries, researching placements for students, contributing to achieving work placement targets for both study programme and industry placements.

It is essential that the person appointed has the ability to build positive relationships with employers and students, face to face, on the telephone and using email correspondence and has an understanding and empathy with some of the barriers that students may face when making job applications.

The ideal candidate will be experienced in using spreadsheets and databases, able to multi-task, prioritise and monitor the stages placements have reached using the work placement software. In addition creating a range of reports for the team, tutors and Heads of Department.

The standard hours of work are between 8.30am to 5pm but candidates must be flexible to work outside of these hours to cover events such as open evenings, early morning or evening careers appointments and external events when required to do so.

The role will require you to embed the college’s values; **Respect, Integrity, Collaboration, High Expectations and Responsibility.**

**JOINING OUR JOURNEY**

Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group, VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.

When you join our college, our staff have access to numerous benefits and facilities:

* Pension Scheme
* Occupational Health Service
* Enhanced Maternity/Paternity provision
* Staff Development days/week (July)
* Free confidential counselling service
* Free car parking
* On-site hair and beauty salon, Revive Spa, fine dining Refine Restaurant and Create Theatre

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. Monitor deadlines for health and safety vettings’, running weekly reports to share with the team and working to the goal of ensuring all employers have completed up to date health and safety forms before students commence their placements.
2. Front line in the office, dealing with calls, visitors, and student drop ins, sharing work placement opportunity information, booking appointments for team members, support with establishing positive relevant and meaningful work placements.
3. Completion of weekly data reports using the work placement software and the college systems, to record the number of student interventions, employer engagement, health and safety vettings’ and cross college work placement outcomes for both study programme and industry placements.
4. Generating feedback requests to students on completion of placements and employer appraisals. Feeling confident to follow up outstanding feedback, liaising with tutors and contacting the work placement supervisors. Ensuring work placement certificates are created and shared on completion of feedback.
5. Support with administrative duties, data requests, work related learning projects, scanning and uploading documents, planning team meetings and events such as Employer Advisory Boards and employer guest talks, student visits and National Careers Week.
6. Liaise with health and social care and childcare coordinators to review and update data ensuring all work placement reports are accurate and up to date across college.
7. Ensuring all work placement confirmation correspondence to both students and employers is delivered prior to placement start dates.
8. Contributing to monitoring placements and recording positive outcomes to be used for case studies.
9. Planning and Booking work placement tutorials across curriculum. Preparing tutorial packs and using college systems to record tutorial delivery.
10. To develop productive and professional relationships with students, tutors, and other support services working closely with the careers team and the student finance team to enable the positive progression of students from the college.
11. To build strong links with employers, co-ordinating their preferred selection process, interviews with students in college or externally or self-matching students using robust processes.
12. To maintain accurate and up to date records such as insurance updates and employer records, using college systems including ProMonitor, CRM databases and Connect.
13. Support the development and maintenance of the Job Shop website ensuring all work placement opportunities are advertised.
14. Support the wider college activities when required, such as open days, evenings, Saturday Open Days.

**2.2 Other Responsibilities**

a) To uphold and promote all company 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 relevant to the post for example customer service or business administration, student services, employer engagement | ✓ |  |
| Maths to at least level 2 | ✓ |  |
| English to at least level 2 | ✓ |  |
| IT qualifications/experience | ✓ |  |
| IOSH qualification/ health & safety experience |  | ✓ |
| Experience |  |  |
| Engaging and communication with the business community in a variety of disciplines over the telephone, face to face, letters and email correspondence. | ✓ |  |
| Demonstrate suitability to work with children and  vulnerable adults including knowledge/understanding of  safeguarding and DBS compliance | ✓ |  |
| Experience of working in an advisory capacity supporting individuals to make important decisions, supporting particularly vulnerable young people to raise aspirations and skills. | ✓ |  |
| Previous experience of guiding and supporting young people to develop skills for employment |  | ✓ |
| Skills /Knowledge |  |  |
| Knowledge and understanding of the education sector and national qualification framework |  | ✓ |
| Knowledge of the local community and its needs |  | ✓ |
| Ability to initiate and build positive relationships | ✓ |  |
| Ability to plan and prioritise | ✓ |  |
| Excellent organisational skills | ✓ |  |
| Excellent skills in using excel, updating databases and creating reports. | ✓ |  |
| Excellent communication and interpersonal skills | ✓ |  |
| Attention to detail | ✓ |  |
| Ability to work effectively within a team | ✓ |  |
| Driving Licence |  | ✓ |
| Qualities/Approach linked to college values |  |  |
| Demonstrate a positive approach to equality and diversity and customer service | ✓ |  |
| Sound judgement | ✓ |  |
| Proactive | ✓ |  |
| Reliable | ✓ |  |
| Positive and flexible outlook | ✓ |  |
| Friendly and approachable | ✓ |  |
| Ability to empathise | ✓ |  |

**4. Position within the Company**

The post-holder will report to the Employability and Progression Team Leader.

**5. Terms & Conditions**

1. The post is offered on a Vision Business Support Services, fixed term Contract.
2. The salary will be VBSS Band 4, £19,330 pro rata, per annum. This is a spot salary.
3. You will be entitled to 25 days leave, plus bank holidays pro rata, per annum. Up to 5 days leave can be directed for efficiency closure.
4. You will be required to work 37 hours per week on a flexible basis.
5. Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
6. 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 Sunday 5th January 2020**.

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

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

**The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be 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.**