**Work Placement Engagement Officer (Fixed term until 31st July 2021)**

**Communications, Engagement and Student Experience**

**Ref: VBSS20.43a**

**1. The Appointment**

The role of Work Placement Engagement Officer sits within the Communications, Engagement and Student Experience department. A key part of this role will be to engage new employers to secure work placements for students, achieving the college’s work placement targets for study programme and industry placements.

You will implement and create new engagement strategies for different industries to build capacity to help create high quality industry placements/on the job learning opportunities. Working individually as well as working alongside the work placement team and other college departments to generate and upscale placement opportunities.

You will follow the college’s health and safety procedures to ensure that students are attending approved work place settings and also continue to develop strong links with employers and generate confidence in the college’s professional approach to health and safety.

Developing good relationships with college departments, and working with the apprenticeship team will be essential to ensure there is an alignment between curriculum planning, apprenticeship delivery and work experience.

You will contribute to students’ preparation for work placement through projects, developing and delivering resources, being passionate about students’ achievement monitoring completion of relevant and meaningful work placement objectives.

You will use a range of college systems including an online work placement platform to monitor employer and student engagement to support CDF monitoring reports, audits and OFSTED inspections.

The post holder will be expected to be a self-starter and have a high level of resilience, as the role will involve cold calling, engaging new employers to work placements and working towards supporting all students to access a meaningful work placement. You will need to be able to adapt quickly to meet new and challenging priorities as strategies may change to achieve work placement outcomes.

The industry sectors may change but initially this role will focus predominantly on engaging employers to support students with work placements relating to computer science, media, music, visual, performing arts & design, however additional courses may become a priority so you must be willing to adapt to changing demands.

You will be required to travel to conduct risk assessments and attend employer appointments, open evenings, employer networking events and visit other college sites.

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

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. Research and negotiate new work placements with external employers, through a range of activities, adopting adopt a tenacious but professional approach, acting as an ‘ambassador’ for the work placement team as the first contact with the employer.
2. Deliver face to face and telephone employer engagement activity with new and existing employers to achieve the colleges’ study programme and industry work placement targets, aiming to extend placements at every opportunity.
3. Checking the appropriate paperwork is completed to comply with health and safety regulations is completed where required, putting students safety first and working alongside the ALS team to support students with SEND/LLDDD to ensure the students receive the necessary support and linking up with the employer to ensure reasonable adjustments are made in the workplace.
4. Collaborate with the college's apprenticeship team, tutors and Nottingham Trent University employer engagement officers to secure new leads for local employers upscaling the volume of work placements for study programme and industry placements.
5. Increase the conversion of students with part-time jobs to Industry Placements to ensure we continue to work towards meeting the 2020-21 Capacity Development Fund (CDF) government placement targets.
6. To be meticulous in ensuring all employer engagement information and student interventions are recorded on the systems used by work placement to evidence and monitor activity.
7. Ensure that a robust matching process is co-ordinated to ensure students meet employers’ expectations and the college’s Employability Framework Standards and visit learners in the workplace to monitor progress.
8. Promote new work placement opportunities, and processes with tutors and students through a range of activities.
9. Co-ordinate and contribute to the development of virtual training for work placement programmes, social action projects to prepare students for placements.
10. Use Outlook calendars to manage appointments and plan employer visits efficiently.
11. Deal with customer complaints and escalate as necessary.
12. Complete regular reporting activities to measure self and team against placement objectives.
13. Ensure that the colleges safeguarding policies, procedures and contact numbers are highlighted at all points of interaction with employers.
14. Monitor completion of student work appraisals, employer feedback and assessments, utilising this information to create positive work placement case studies.

**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 |  |  |
| Willing to work towards IOSH qualification on commencement of post. Training will be provided. |  |  |
| Educated to at least Level 3 in a sales, Information, Advice and Guidance, or health & safety (or evidence of equivalent experience for example in employer/student engagement activities and willing to work towards completing a relevant Level 3 qualification in one of the above) |  |  |
| English to at least level 2 |  |  |
| Maths to at least level 2 |  |  |
| Experience |  |  |
| Experience of work placement systems and processes |  |  |
| Experience of sales, B2B, employer engagement |  |  |
| Experience of working to set meet targets |  |  |
| Proficiency in the use of MS office suite |  |  |
| Collating and producing detailed management information reports |  |  |
| Recent experience of working with young people and supporting them with employment opportunities |  |  |
| Skills /Knowledge |  |  |
| Demonstrate suitability to work with children and  vulnerable adults including knowledge/understanding of  safeguarding and DBS compliance |  |  |
| Prior knowledge of conducting risk assessments |  |  |
| Ability to work under pressure and meet deadlines |  |  |
| Accuracy and attention to detail |  |  |
| Ability to analyse data and produce detailed reports in a format that is accessible and transferable |  |  |
| Excellent communication and interpersonal skills |  |  |
| Excellent organisation and administrative skills. Fast paced environment where priorities can change each hour so good time management skills required and will be able to adapt to changing demands |  |  |
| Qualities/Approach linked to college values |  |  |
| Commitment to Safeguarding, Equality and Diversity |  |  |
| Passionate about providing an excellent service |  |  |
| Team-worker |  |  |
| Confidence in dealing with people of all ages, abilities and backgrounds |  |  |
| Self-motivated |  |  |
| Enthusiastic, reliable and flexible |  |  |

**4. Position within the College**

This post will report to the Employability and Progression Manager.

**5. Terms & Conditions**

1. The post is offered on a Vision Business Support Services, fixed term contract.
2. The salary will be £21,794 per annum, pro rata for the fixed term period. This is a spot salary.
3. You will be required to work 37 hours per week on a flexible basis.
4. You will be entitled to 25 days leave, plus bank holidays, pro rata for the fixed term period. Up to 5 days leave can be directed for efficiency closure.
5. The Company 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 **Wednesday 28th** **October 2020.**

**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.**