



Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

**Graduate Opportunity Work Placement Project Coordinator (Fixed term until 29th July 2022)**  
**Communications, Engagement and Student Experience**  
**Ref: VBSS21.97**

**1. The Appointment**

The purpose of this role is to support and coordinate a range of work experience related projects as part of Work Placement Team. Delivering outstanding customer service, organising projects already in the pipeline and assess the viability and delivery of new projects.

The ideal candidate will be confident in communication with teaching staff, students, external organisations and employers to co-ordinate work placements, employability linked projects, virtual work experience and social action projects.

Raising awareness of new project opportunities and positive case studies in group sessions, 121's. Sharing information using the student portal, work placement platform and social media, 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 has an understanding and empathy with some of the barriers that young people face.

The ideal candidate will be experienced in using spreadsheets and databases, use the work placement software, able to multi-task and prioritise work loads

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 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, fine dining Refine Restaurant and Create Theatre

## 2. The Post

### 2.1 Main Duties and Responsibilities

- a) Progress projects that are currently being developed to support the work placement team, liaising with students, tutors and external organisations linked to each project. Customer Service will be key keeping all parties up to date to ensure every project is delivered in a timely manner.
- b) Promoting project opportunities to students in a group setting and face to face to generate interest and participation, helping students to overcome any barriers they have, matching to projects that will improve their employability skills..
- c) Raising awareness of projects using the college student portal, staff net, social media and the students work placement app and online platform, highlighting the benefits in preparing for industry placements. Monitoring and recording positive outcomes for case studies.
- d) Sharing project opportunities with tutors and other teams in student services to engage their support, co-ordinate timings, ensuring projects will not impact on teaching priorities or clash with other events.
- e) Supporting students to record project information, dates, hours and activities on their work placement platform, have clear SMART targets to ensure students continue to improve their employability skills in preparation for external industry placements.
- f) Generating feedback requests for students on completion of projects and employer appraisals, following up outstanding feedback. Ensuring work placement certificates are presented to students.
- g) Liaising with organisations supporting high volume placement projects or Social Action Projects consistently promoting T Levels and industry placements.
- h) Generating support from key stakeholders' in particular local employers for subject areas with low participation in employability and work placement activity and building capacity for future Industry Placements.
- i) Contributing to projects linked with college Learning Companies.
- j) Dealing with calls, visitors, and student drop in when required and supporting with general administrative duties and data requests.
- k) Completing the necessary documentation to ensure all projects are health and safety checked and risk assessments are in place.
- l) 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.
- m) Maintain accurate and up to date records such as insurance updates and employer records, using college systems including ProMonitor, CRM databases and Connect.
- n) 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
<b>Qualifications:</b>		
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		✓
<b>Experience</b>		
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		✓
<b>Skills /Knowledge</b>		
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	✓	

	Essential	Desirable
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		✓
<b>Qualities/Approach linked to college values</b>		
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

- a) The post is offered on a Vision Business Support Services, fixed term Contract.
- b) The salary will be VBSS Band 4, £19,840 pro rata, per annum. This is a spot salary.
- c) 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.
- d) You will be required to work 37 hours per week on a flexible basis.
- e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- f) 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 3<sup>rd</sup> January 2022**.

[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.**