

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

**Work Placement Administration Coordinator**  
**Employability and Progression**  
**Ref: VBSS22.26b**

## 1. The Appointment

The purpose of this role is to provide support to all activities carried out by the colleges work placement team. Delivering outstanding customer service, you will act as the frontline of a busy student facing service. Another key element of the role is to complete health and safety training to prioritise the completion of low and medium risk health and safety assessments by employers, through contacting by various means, including email, phone and other methods.

You will support students dropping in, booking work placement interventions in relevant work placement officer's diaries, supporting students to use the work placement management and tracking system, supporting to complete bursary forms, and overall contributing to achieving work placement targets for both study programme and industry placements.

The ideal candidate will be confident in communication with students, employers and other stakeholders to help ensure; low and medium risk health and safety electronic paperwork is completed in a timely manner, student and employer placement feedback is completed, confirmation messages are sent and that other relevant paperwork is returned.

It is essential that the person appointed has the ability to build positive relationships with students, tutors and support staff. Confident to communicate face to face and using telephone, email correspondence with an understanding and empathy with some of the barriers that students may face when attempting to enter the working world.

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 of which full training will be provided. 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 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.**

## 2. The Post

### 2.1 Main Duties and Responsibilities

- a) 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.

- b) Monitor deadlines for health and safety assessments, 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.
- c) 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 assessments and cross college work placement outcomes for both study programme and industry placements.
- d) 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.
- e) Support with administrative duties, data requests, work related learning projects, scanning and uploading documents, and helping with planning for events such as T Level Celebrations, National Careers Week, employer guest talks or employer forums.
- f) 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.
- g) Ensuring all work placement confirmation correspondence to both students and employers is delivered prior to placement start dates.
- h) Contributing to monitoring placements and recording positive outcomes to be used for case studies.
- i) Planning and diarising work placement tutorials across curriculum. Preparing tutorial packs and using college systems to record tutorial delivery.
- j) 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.
- k) 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.
- l) To maintain accurate and up to date records such as insurance updates and employer records, using college systems including ProMonitor, CRM databases and Grofar.
- m) Support the development and maintenance of the placement opportunities page ensuring all work placement opportunities are advertised.
- 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 or relevant L3 qualification or equivalent experience.	✓	
Maths to at least level 2	✓	
English to at least level 2	✓	
IT qualifications/experience	✓	
IOSH qualification/ health & safety experience and willing to complete training.		✓
<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 or related experiences demonstrating confidence to complete these tasks.	✓	
Demonstrate suitability to work with children and vulnerable adults.	✓	
Knowledge/understanding of DBS compliance or willing to complete training.		✓
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	✓	
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	✓	

	Essential	Desirable
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 Work Placement Team Leader

#### 5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services.
- b) The salary will be VBSS Band 4, £19,840 per annum. This is a spot salary.
- c) You will be entitled to 25 days leave per annum plus bank holidays and up to 4 concessionary days.
- 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 Sunday 26<sup>th</sup> June 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 £44.00.**

**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.**

