



Careers, Aspirations and Modern Work Experience Coordinator

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Have a driving license and transportation• Be willing to complete Trip Training, to lead and organise experiences for students outside of the College
Experience	<ul style="list-style-type: none">• Carrying out administrative tasks• Dealing with face to face and telephone interactions• Working with children or young people• Working and collaborating within a team• Liaising with multi agencies• Using social media to network and foster professional relationships
Skills and knowledge	<ul style="list-style-type: none">• An understanding of the Gatsby Benchmarks• An understanding of the proposed Modern Work Experience criteria• Good oral and written communications skills• Ability to respond quickly and effectively to issues that arise• Ability to plan, organise and prioritise to meet deadlines• Ability to use own initiative and act accordingly• Excellent attention to detail• Working with Microsoft packages• Ability to build effective working relationships with colleagues, students, employers• Understanding of data protection and confidentiality• Understanding of safeguarding procedures
Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the College and getting the best outcomes for all students• Commitment to acting with integrity and honesty• Ability to work under pressure and prioritise effectively• Commitment to always maintaining confidentiality• Commitment to safeguarding and equality• Embrace change• Be positive and proactive• Be passionate about providing the best opportunities for young people