



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