

JOB DESCRIPTION



POST TITLE: Employer Engagement/Work Experience Co-ordinator

LINE MANAGER: Head of Careers Department

FULL/PAT TIME: 5 days per week, term time only (plus 2 weeks)

PURPOSE OF THE JOB

To liaise with students and employers to develop, organise and monitor work experience and voluntary placements (including virtual placements)

RESPONSIBILITIES

- To support students to organise placements (live and virtual) particularly:
 - Students on vocational courses, ie, engineering, Health and Social Care, business/enterprise, tourism
 - Job/apprenticeship seekers
 - Vocational degree applicants, i.e. healthcare, architecture, engineering, social work, primary teaching etc.
 - Armed forces
 - Any other student who wants experience of a particular career.
- Prepare students for work experience/voluntary placements and complete a de-brief on completion of placement
- Ensure students and staff are informed and prepared for work experience in June's IMPACT week.
- Run termly lunchtime work experience information sessions for students
- Liaise with teachers of vocational subjects to develop a system for engaging the students in work experience/voluntary work
- Advertise opportunities through Impact, Personal Tutor bulletin, etc.
- Update work experience policy annually.
- Maintain and update work experience documentation as required.
- Ensure that employers hold a 'Certificate of Employers Liability Insurance'.
- Liaise with employers including Armed Forces to develop and maintain placements and relationships
- Visit employers if necessary.
- Maintain database of employers and students on work experience via Unifrog.
- Liaise with NMiTE Placement Co-ordinator re student work experience opportunities.
- Develop contact with parents and alumni to seek out potential work experience placements.
- Work with other members of the Careers Team on established work experience/voluntary programmes with Hereford Hospital (WVT), Worcester University, etc, for potential healthcare applicants including nurses/midwives/paramedics, etc, and schools for potential primary school teachers
- Undertake any relevant training required for the effective delivery of the role

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook

- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures

PERSON SPECIFICATION



	ESSENTIAL	DESIRABLE
KNOWLEDGE/QUALIFICATIONS	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office 	<ul style="list-style-type: none"> • Business Administration/Careers/Customer Service
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Proven administration/office work experience 	<ul style="list-style-type: none"> • A background in Careers
SKILLS/APTITUDES	<ul style="list-style-type: none"> • Ability to work independently • Good organisational and planning ability • Good written and oral communication skills • Good I.T. skills • Ability to work under pressure • Good attention to detail • Adaptability • Ability to 'multitask' 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Need to work as part of a team • To provide cover in other departments if required 	