

**Title:** Work Experience Co-ordinator

**Grade**: 4

**Hours**:22.5 hours per week

**Reporting to:** Futures Careers and Work Experience Team Leader

**Key Tasks:**

To deliver an outstanding work experience and industry placement provision, and ensure compliance from all curriculum areas to include this as a formal part of study programmes.

The role will involve promoting and co-ordinating work experience and work related learning for all Study Programme students across college.

**Principal responsibilities:**

* Promotion of Work Experience and Industry Placements to curriculum departments to ensure there are improvements in participation levels and these improved levels are maintained.
* The role requires close liaison with students, teaching staff and Learning Managers to ensure students engage in work placement programmes ranging from 5 – 60 days per academic year.
* To liaise with the apprenticeship and business development team to help source potential employers for Work Experience and Industry Placements.
* To promote work experience to students at Open events, Inductions and throughout the academic year.
* To provide Work Experience Drop In Sessions to respond to student queries and issues with regards placements, offering support, guidance and help to contribute to an outstanding learner experience.
* Contribute to Tutorials as and when required to support all work-based opportunities.
* Deliver workshops to groups as and when required to help prepare Level 2 and 3 students on topics such as CVs, Interview Techniques and completing application forms.
* Compile Case Studies on students who have successfully completed work experience and share their experiences with other students.
* To produce regular up to date progress reports to the Futures Team Leader on participation levels in Work Experience and Industry Placements to ensure adherence across whole curriculum and report on areas where participation is low.
* Attendance at events to promote work experience to stakeholders including parents, carers and employers. This includes events such as College Open Days and Network business groups.
* To liaise with the Health and Safety Officer and ensure annual risk assessments are carried out in work placements and that employers’ liability insurance is in place. To ensure all relevant checks are in place for work experience and community projects
* To maintain effective communication with work placements, ensuring students and employers are well briefed before the placement and learning is captured afterwards
* To track progress against City College’s work experience targets and monitor use of the work experience log to record student outcomes
* To prepare student and employer packs and ensure that all paperwork is in place and recorded (e.g. DBS where relevant)
* To undertake all necessary administration (letters, forms etc) for work placements
* To collate student and employer evaluation of work experience placements and use this to analyse to make changes to the work experience process if appropriate
* To attend any relevant Work Experience Co-ordinator’s meetings
* Any other duties/responsibilities which are reasonably requested within the post

**Person Specification: Work Experience Co-ordinator**

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|  | Essential | Desirable |
| Qualifications | * Good general education with English grade C or the equivalent. * Evidence of participation in appropriate training and development | * Experience of working in a further education setting |
| Experience/Knowledge | * Experience working directly with employers / external customers in arranging work experience or employment. * Informed on issues of safeguarding young people’s welfare. * Able to communicate the benefits of work experience to students, parents, carers and employers | * Knowledge of FE curriculum areas including: construction, engineering, motor, business and the service industries * Knowledge of the Ofsted Framework and importance of work experience in Study Programmes |
| Skills/Competencies | * Ability to form good working relationships with employers, students and colleagues. * Excellent communication skills * Team worker with ability to contribute own ideas and to compromise when appropriate * Good administrative skills * Be able to work independently or, as a member of a team and use initiative * Excellent IT user skills |  |
| Personal Attributes | Passionate about helping young people reach their potential and develop new skills, knowledge and behavioursCommitment to achieving outstanding educational impactAbility to work flexibly to meet changing needsGood record of attendance and punctualityAppropriate professional appearance  * Car license with access to a car or transport |  |