

Rochdale
sixth form
college

JOB DESCRIPTION:

Employability & Career Placement Coordinator



Job Description

Job Title:	Employability & Career Placement Co-ordinator
Reports to:	Assistant Principal
Remuneration:	Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience. The salary for this post is £23,170 - £25,445, Points 29 – 32 on SFCA Support Staff pay spine.
Contract:	Full Time – Permanent – 37 hrs per week
Start Date:	Immediate

Overall Purpose of the Post

- To liaise with employers, higher education providers and other agencies to build effective partnerships
- To equip all students with the necessary skills required to effectively progress into further education, training and employment opportunities through the development, implementation and maintenance of a comprehensive work placement and employability programme
- To match students' work experience needs in relation to future progression with relevant placements in local/regional organisations.

Key Duties

- Develop and build relationships with local/regional organisations and employers to establish a comprehensive work placement programme and employer contributions to curriculum development
- Develop and maintain a comprehensive database of all organisations participating in the work placement programme and all students who have completed a placement
- Manage all administration, data collection and data entry in relation to the role
- Liaise with Subject Leaders and the Student Performance and Development Team to assess work experience needs to identify and secure relevant career placements
- Liaise with local/regional employers to develop partnerships in order to establish employability skills/careers taster workshops and events
- Ensure all health and safety regulations are met in relation to students and their work place and conduct all relevant health and safety/risk assessment procedures as required by the College and/or the employer

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- To be the main point of contact for all employers participating in the work placement programme and/or events
 - To monitor and assess the suitability of placements and the overall success of the work placement programme, making adjustments where necessary in liaison with the Assistant Principal
 - Collate and provide all necessary documentation to employers, parents and students in relation to data protection, job descriptions, expectations, health and safety, and where relevant, appropriate medical information
 - To arrange, co-ordinate and undertake visits to work placements both before, and during a placement, when required, and to collate all feedback from visits and deal effectively with any issues/concerns that arise
 - To promote available work placements to students and to provide Student Performance and Development Leaders with all necessary information in relation to the programme
 - Liaise with partner schools through attending events, such as Parents' Evenings, Careers Events etc. and supporting students in relation to their future progression
 - Organise and coordinate events relevant to students' progression and employability
 - Support the role of the Communications and Schools' Liaison Coordinator
 - To undertake any necessary training in relation to the role
 - Any other duties as reasonably determined, and required by the line manager

Support for the College

The Employability & Progression Co-ordinator will

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the college ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment conditions

RSFC belongs to the Sixth Form Colleges' Association (SFCA) and as such has adopted the SFC's agreed support staff conditions of service.

Other

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

Person Specification

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATTIONS AND EXPERIENCE				
1.	Level 2 (GCSE A* - C) or equivalent in English and Maths	E	√	
2.	A full driving licence with use of a vehicle including insurance for business use	E	√	√
3.	Level 3 (A Level) or equivalent qualifications	D	√	
4.	Experience of working in an education environment	D	√	√
5.	Experience of establishing/monitoring a work experience/employability/careers programme	D	√	√
6.	A Health and Safety Qualification	D	√	√

7.	Marketing and promotion experience	D	√	√
SKILLS AND KNOWLEDGE				
8.	Excellent verbal and written communication skills	E	√	√
9.	Strong administrative and clerical skills	E	√	√
10.	Good ICT skills, including Microsoft Office applications and databases	E	√	√
11.	Excellent organisational skills	E	√	√
12.	A knowledge and understanding of careers and work experience issues	E	√	√
13.	Ability to establish positive relationships with students and empathise with their needs	E	√	√
14.	Ability to establish positive working relationships with employers	E	√	√
15.	Some knowledge of Safeguarding	E	√	√
16.	Some experience of completing Risk Assessments	D	√	√
17.	A knowledge and understanding of progression pathways for young people post-18	D	√	√
PERSONAL QUALITIES				
18.	Willingness to maintain confidentiality on all College matters	E	√	√
19.	Ability to work effectively and supportively as a member of the College team	E	√	√
20.	Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the College as requested	E	√	√
21.	Well presented and professional manner	E	√	√
22.	Excellent communication skills with the ability to persuade	E	√	√
23.	Demonstrable commitment to equal opportunities	E	√	√
24.	Willingness and ability to adapt to a wide range of duties in response to changing circumstances	E	√	√

25.	Ability to work alone and manage own work load	E	✓	✓
26.	Willingness to undertake training in relation to the role	E	✓	✓
27.	Commitment to continuing personal and professional development	E	✓	✓