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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Work Placement & Experience Officer

**Department:** Commercial

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Business Development Manager

**Reports:** N/a

**Salary / Scale:** Circa £23,000.00 - £26,000.00 per annum

**Date of Issue:** September, 2023

**Organisation Chart:**

Executive Director of Skills and Business Development

Work Placement & Experience Officer

Business Development Manager

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1. **Aims and Purpose of the Post**
   1. To source work and industry placements for students.
   2. To ensure a high quality placement experience is provided for students to meet the requirements of their course as per College policies.
   3. To coordinate with key employers and stakeholders to arrange master classes, careers talk, interview practice skills and virtual work experiences.
   4. Liaise with the Careers team and course managers to ensure accurate communication and all hours are achieved to meet funding requirements.
2. **Specific Responsibilities**
   1. To source and support relevant work experience, work placements and Industry placements for students.
   2. To check compliance and that placements are suitable for students.
   3. To review all placement providers are fully committed and able to provide relevant supervision in a healthy and safe environment.
   4. To work closely with the curriculum delivery teams to identify high quality work placement opportunities.
   5. To coordinate and record any employer engagement activity within curriculum teams.
   6. Log work experience opportunities on GroFar CRM system.
   7. To deal with enquiries from Employers, colleagues, parents and students in person, via the telephone, email, online and in person.
   8. To check that students are aware of work placement requirements and that pre-placement training has been delivered ensuring that they are ready for the placement with all required documentation and training completed.
   9. To identify and report any gaps in any incomplete College work experience checklists for students.
   10. To look for further employer engagement opportunities whilst liaising with businesses and inform other college staff as appropriate.
   11. To provide feedback on placements to tutors, course managers and Heads of School.
   12. To maintain electronic and manual work placement and experience records and identify non-compliance ensuring you report any concerns promptly.
   13. To carry out Employer visits and reviews (where applicable) in a timely manner in accordance with College policies.
   14. To work with line manager and peers to regularly review placement policy.
   15. To contribute to the updating of documentation to improve communication and compliance.
   16. To prepare and complete documentation for audit and inspection as required.
   17. To participate and contribute to audits and inspections as required.
   18. To keep up to date with issues relevant to your area of work and of best practice in the sector.
   19. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   20. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   21. To manage student conduct in accordance with College policies.
   22. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   23. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   24. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   25. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays) \*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering Cycle to Work Scheme

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee) ;……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification; Work Placement & Experience Officer** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| Health & Safety in the Workplace qualification |  | X |
| Assessor qualification |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role | X |  |
| Experience of working with and contacting a range of employers/clients | X |  |
| Experience of proactively working to achieve results. | X |  |
| Knowledge of Health & Safety at Work Act (HSAW) 1974 and Health & Safety Executive standards. | X |  |
| Experience of working with and positively engaging with people from different sectors and backgrounds | X |  |
| Previous experience of working for a work based learning/training provider with similar subject based provision. |  | X |
| Ability to apply HSAW to work placement opportunities |  | X |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Confident and able to provide accurate and consistent guidance to employers, students, parents and colleagues on work placement opportunities. | X |  |
| Ability to maintain accurate records | X |  |
| Able to react to different scenarios positively and solve problems. | X |  |
| Ability to quickly build rapport and a positive professional relationship with internal and external stakeholders and contacts. | X |  |
| Ability to promote the College Values and its offer positively. | X |  |
| Excellent communication skills via face to face, written or verbal interactions. | X |  |
| Strong organisational skills to manage a caseload appropriately. | X |  |
| Ability to present information verbally and in writing to a range of audiences appropriately. |  | X |
| Able to carry out health and safety checks for placements |  | X |
| Full clean driving licence | X |  |
| Willing to travel and work at other sites as required | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.