**Work Placement Coordinator (Temporary until 31 March 2025)**

Service Area/Centre: Business Development and External Engagement

Hours: 37 hours per week / 52 weeks per year

Salary: Business Support Fixed point 20

Reference number: WPCO

Responsible to: Work Placement Operations Manager

**The Position**

You will be required to coordinate and monitor work placements across the 16-19 study programme and A-Level provision. You will liaise with employers to find and develop work placement opportunities and support the quality assurance processes.

**Main Duties and Responsibilities**

1. Work with Business Development colleagues to develop, manage and sustain employer relationships for work placements across the curriculum offer.
2. Meet specific targets in terms of securing high quality work placements, in line with the college work placement strategy.
3. Conduct Health & Safety appraisals and reviews on a regular basis.
4. Support all college curriculum teams to meet the work placement requirements within their study programmes.
5. Work with schools to match high quality and relevant work placements to the students undertaking the activity.
6. Support curriculum teams in preparing learners for placement with involvement in tutorial and staff development.
7. Monitor students on placements in liaison with curriculum teams.
8. Provide monitoring reports, update and audit the central placement system and college CRM. This will include information on completed placements against set targets, funding body requirements and impact of placements.
9. Undertake quality assurance activities to ensure that all documentation and communication is accurate and of a high standard meeting employer and learner needs.
10. Work with the Work Placement Operations Manager to implement a revised approach to work placements meeting curriculum, employer and learner needs.
11. Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
12. To positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
13. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places students at the centre of what we do. Therefore, all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance students’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
14. Any other duties commensurate with the post

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

Date: May 2023