**Work Placement Coordinator**

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| Criteria | Essential/Desirable | Method of Assessment |
| Qualification |  |  |
| Qualification in a relevant occupational area at Level 3 or above. | E | Application Form/Certificates |
| A minimum level 2 or equivalent qualification in literacy and numeracy | E | Application Form/Certificates |
| Knowledge and Experience |  |  |
| Excellent administration skills and experience of co-ordinating, managing and monitoring a complex workload | E | Application Form/Assessment Centre |
| Experience of communicating with employers of all sizes and sectors | E | Application Form/Assessment Centre |
| Experience of developing effective and supportive working relationships with internal and external stakeholders, including employers | E | Application Form/Assessment Centre |
| Experience of providing support to students or individuals | E | Application Form/Assessment Centre |
| Excellent organisational and time management skills | E | Assessment Centre |
| Proven ability to work under pressure and to tight deadlines | E | Assessment Centre |
| Knowledge of current FE curriculum, including study programmes | D | Assessment Centre |
| Knowledge of Health and Safety in industry, carrying out appraisals and monitoring student safety | D | Application Form/Assessment Centre |
| Skills and Abilities |  |  |
| Self-motivation and the ability to work effectively without supervision | E | Application Form/Assessment Centre |
| Ability to work as part of a team to achieve objectives | E | Assessment Centre |
| Excellent communication and interpersonal skills | E | Application Form/Assessment Centre |
| Flexible and adaptable to work in different curriculum areas across college | E | Application Form |
| Attention to detail in order to maintain accurate records | E | Assessment Centre |
| Ability to keep up to date with changing priorities which impact on the education sector | E | Application Form |
| Other |  |  |
| Ability / willingness to attend appointments anywhere in the UK | E | Application Form |
| Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults | E | Assessment Centre |
| Commitment to the College’s Equality and Diversity agenda | E | Assessment Centre |

\*self-funded

Author: Alison Thompson

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