JOB DESCRIPTION: Work Experience Coordinator

Our Aim

Liberty Training is an organisation devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives. With our combined knowledge and experience Liberty Training deliver an optimum service to help young people achieve their full potential and make a positive impact on society through our nurturing and supportive Specialist Post-16 College.

Your Role

The role of **Work Experience Coordinator** is to develop, implement and coordinate work experience for learners aged 16-25 with additional educational needs and disabilities.

You will be responsible for finding safe, suitable work placements to meet individual learner career aspirations, establishing and maintaining good working relationships with work placement providers, and supporting the learners to enable them to access and maintain their placements. This will involve liaising with families and other professionals to ensure learner needs are fully met. As learners progress from college into employment, education, training or volunteering, you will collect progression evidence and update our records.

As **Work Experience Coordinator** you will support the Liberty Training college team in ensuring work experience placements meet the individual needs of the learner by supporting learners in gaining the skills, knowledge and experience they need to support their learning journey at college and beyond.

You will support the team in ensuring directives and policies are reflected and implemented in everyday practice.

You will be accountable to the Programme Manager.

Requirements

You will be required to work 8:30am - 16:30 Monday- Friday, year-round, but this may vary according to the needs of the company.

You must have an outgoing, friendly and confident personality with a positive attitude and a passion for helping others. Our team are motivational speakers, inspirers, and energisers who broaden horizons and break down barriers to progression.

We are looking for someone professional and reliable with excellent people skills, who can establish excellent working relationships with both clients and employers. You will need to be highly organised and demonstrate good verbal and written communication skills, have an understanding of the need to maintain boundaries and the ability to work with sensitivity and humour. You should have experience in a similar role and a good understanding of health and safety in the workplace would be an advantage.

At Liberty, we have a “learner centred” approach and are looking for someone with the same philosophy. We have a holistic approach to training young people, helping them wherever possible

with the challenges that life may throw at them, and to join our team, you would need that same outlook.

The Liberty Team have an ‘all hands on deck’ approach, so when you are not fulfilling the elements of your role, you may be asked to assist the team in other areas.

Key Responsibilities

- Contact employers and develop high-quality community-based opportunities for learners to job shadow, have short-term exploratory job placements and longer-term work experiences.
- Develop and establish employer links, promoting and fostering long-term working relationships.
- Match learner needs, skills, and interests with available job placement opportunities.
- Promote work experience, industry placements and employer engagement opportunities to learners to enhance learner participation.
- Provide necessary training to learners prior to placement, and ongoing support once placed at a work experience site.
- Liaise regularly with job site supervisors to insure successful work experience placements.
- Seek to resolve problems that may arise regarding a work experience placement.
- Liaise with teaching and non-teaching staff to ensure awareness of the work experience programme and necessary involvement, ensure placements meet the learner needs, accurate records are maintained and information is shared to further support the learner need.
- Carry out initial health and safety checks at work experience placement sites and perform ad-hoc site checks as appropriate to ensure all health and safety regulations are met.
- Maintain accurate and up to date tracking and monitoring systems for all work experience, industry placement and employer engagement opportunities inline with the College’s processes and work experience policy.
- Maintain and update effective management information to monitor work placement uptake by students to provide a robust evaluation system and identify gaps moving forward.
- Communicate with employers, training providers, education placements and volunteering organisations to obtain evidence for learners who have progressed.
- Support leavers to find a progression where they do not have one.
- Provide a high level of customer service to all learners, staff, visitors and work placement providers.
- Fully understand the aims, objectives and ethos of Liberty Group and to reflect these in your daily working life
- Adhere to Liberty Group policies and procedures
- Act in a professional yet approachable manner at all times
- Attend regular meetings and supervisions to help your own professional development
- Attend training as required
- Any other tasks as required or requested by your Line Manager

Disclosure and Barring Service (DBS) Checks

The Disclosure and Barring Service (DBS- formerly CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are subject to a criminal record check. All job offers are subject to successful DBS checks, an individual not being listed on the POVA register and are subject to a final offer of employment being made by Liberty.

PERSONAL SPECIFICATION

PERSON SPECIFICATION	*ESSENTIAL*	*DESIRABLE*
EDUCATION LEVEL AND QUALIFICATIONS		
Good levels of competency in literacy & numeracy, preferably at GCSE Grade C or above or equivalent	X	
IAG Qualifications coaching experience and/or qualification		X
IOSH Qualification		X
First Aid at work qualification or willingness to undergo training	X	
Driving licence and own car	X	
SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS		
Experience of working with employers, voluntary organisations or agencies	X	
Experience of working with SEND children and young people	X	
Experience of delivering IAG in an education environment		X
Experience of tutoring, mentoring and /or coaching		X
Experience of employability / work related learning		X
Administrative experience	X	
Outstanding accuracy and attention to detail	X	
Knowledge and understanding of safeguarding issues and procedures	X	
PERSONAL ATTRIBUTES		
A passionate, outstanding professional	X	
“Glass Half Full” outlook!	X	
Evidence of excellent interpersonal and communication skills (both verbal and written) and appreciation of the importance of positive communication with parents and external professionals	X	
Excellent organisational skills; able to balance conflicting priorities	X	
IT literate with familiarity with Microsoft applications	X	
Flexible, adaptable and calm under pressure	X	
Good problem solving and decision-making skills		X
Understanding of the need for confidentiality and sensitivity	X	
Understanding of how the role contributes to the overall operation and success of the college	X	
A respectful attitude to differences and an understanding of equality and diversity	X	
Commitment to promoting good practice and adhering to the company ethos	X	