

**Job Description:**

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| ***Post:*** | ***Work Experience Mentor*** |
| ***Salary Grade (Fixed Point):*** | *Grade 3 Point 11 - £20,979.72 FTE*  22.5 hours per week – 40 weeks per year |
| ***Responsible to:*** | *Work Experience Team Leader* |
| ***Responsible for:*** | *Work Placements* |

**Key Purpose:**

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| **1** | To deliver an outstanding work placement provision, and ensure compliance from all curriculum areas where work experience is a formal part of study programmes |
| **2** | To coordinate the provision of work and volunteering placements for all students as directed |
| **3** | To maintain databases and ensure administrative duties are adhered to with regard to insurance, health and safety and DBS checking where relevant. |

**Key Responsibilities and Accountabilities:**

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| **A** | Develop and deliver an outstanding provision that is highly responsive to all stakeholder needs while remaining fully compliant with relevant legislation, audit requirements, financial regulations and funding guidelines |
| **C** | Promote work experience to curriculum, to ensure there are improvements in participation levels, and these improved levels are maintained. |
| **D** | Report on participation, liaising with Directors of Curriculum to ensure adherence across the whole curriculum, and report on study programmes where work experience is not included. |
| **E** | Create a yearly work experience calendar to aid in planning, reduce employer placement overload and ensure adequate time allowance to secure placements |
| **F** | Contribute to the growth of the work placement system in terms of employers, to ensure accuracy and relevance of information and greater placement choice. |
| **G** | Contribute to tutorials as and when required to support the work experience and volunteering process. |
| **H** | Respond to student enquiries and issues with regard to placements, offering support, guidance and help to contribute to an outstanding learner experience. |
| I | Attend all college events to promote the work experience and volunteering provision offered at the college e.g. open evenings |
| **J** | Collate and disseminate the analysis of student placement evaluation for learner voice data. |
| **K** | Provide support to the broader Student Services team as and when required |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in performance management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety. |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults. |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards. |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown below.

In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Qualified to at least level 2 in English and maths | x |  |  |
| 2 | Excellent IT skills - Microsoft Office | x |  |  |
| 3 | Leadership and Management qualification or equivalent at L3 or above (or willingness to obtain) |  | x |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 4 | Knowledge of all college provision regarding full and part time offer. | x |  |  |
| 5 | Proven data entry experience | x |  |  |
| 6 | Knowledge of college IT systems | x |  |  |
| 7 | Clear understanding of the priorities of work placements in the FE sector and the growth in the requirement of this area. |  | x |  |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 8 | Total commitment to the College’s vision, mission and values | x |  |  |
| 9 | Proactive and creative approach to sourcing placements | x |  |  |
| 10 | Be able to work both independently and as part of a team | x |  |  |
| 11 | Be able to multi-task in a busy working environment | x |  |  |
| 12 | Have excellent communication skills both verbally and written | x |  |  |
| 13 | Identify and be able to prioritise workload to meet admission/enrolment deadlines. | x |  |  |
| 14 | Resilient, positive and of professional appearance. | x |  |  |
| 15 | Ability to travel independently between college sites as required |  | X |  |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment