

# Job Description and Person Specification



## Work Experience Co-Ordinator

**Salary:** £15,123 - £16,049 pa inclusive

**Hours:** 18 hours per week – job share

Monday	Tuesday	Wednesday	Thursday	Friday
09.00 – 17.00			13:00 - 17:00	09.00 – 17.00

**Leave:** 90 hours per annum plus up to 3 days Christmas efficiency closure plus public holidays

**Reports to:** Director of Student Experience

**Location:** This post will initially be based at the Main Campus, Isleworth, however some travel to the Skills + Logistics Centre in Feltham may be required.

**The purpose of the post:** As Work Experience Coordinator, you will be instrumental in building and strengthening relationships between the college and employers, sourcing meaningful work experience opportunities aligned with curriculum programs and facilitating T Level Work Placements. You will be expected to work closely with the Employability Coaches to ensure the Grofar system is utilised effectively, Placement due diligence has been completed writing the Employability programme to ensure sessions are resourced and delivered aimed at assisting students in the research and preparation of work experience and volunteering opportunities.

1. Develop and establish employer links, promoting and fostering long-term working relationships being the main contact with employer during a learner's placement in order to discuss related paperwork, requirements, and to monitor feedback at the end of the process.
2. Develop and implement the process for using the relevant system for recording, managing and monitoring of all work experience, industry placement and employer engagement opportunities for all college programmes which require work placement for their learners.
3. Lead in the development and dissemination of all activities supporting the Employability Coaches with the promotion and learner engagement and curriculum updating. Monitoring work experience uptake by students to provide a robust analyse engagement and outcomes.
4. Lead in the identification, contact and visit of suitable companies, and negotiate appropriate workplace training for all college programmes which require work placements for the learners. To actively market the services available to employers through West Thames College.
3. To conduct workplace Health & Safety risk assessments in conjunction with the Employability Coaches, and to advise employers of measures to remove or minimise risks and on compliance with legislation. To include:
  - workplace inspections and annual health & safety visits where activity is on-going

- where necessary, take a view not to use an employer for work placements if there is deemed to be a risk to learners due to the employer's failure to comply with health & safety requirements
  - maintain a database of all completed risk assessments
  - performing ad-hoc site checks as appropriate.
4. Advise Programme Areas on the appropriate documentation for work placement in accordance with college requirements
  5. Draw up a college yearly work placement plan in discussion with each Programme Area, developing resources to support Employability Coaches delivery during tutorial, visiting where necessary. Ensure targets for work experience are met and outcomes are recorded.
  6. Reporting annually on work experience, providing a robust analysis of engagement, processes, and opportunities.
  7. Liaise effectively with line manager and other managers/administrators cross-college to ensure continuity, and quality standards of service and to ensure that all paperwork is correctly presented and retained for college records.
  8. Promote a positive image of the college in all contacts with students, employers and professional bodies.
  9. Attend open days/evenings, employer seminars as appropriate, and undertake additional duties at enrolment or other comparable cross-college duties as required, including occasional evening duty.
  10. To undertake any other duties broadly similar as required by the Employer Engagement Project Manager and to act as deputy, on their behalf, as required.
  11. To undertake training and development as required, and directed
  12. To be prepared to work flexible hours as required.
  13. To keep skills up to date through continuous professional development
  14. Undertake additional duties, which may involve occasional evening work at enrolment times and on college open days.
  15. Promote a positive image of the college in all contacts with students, employers and professional bodies.
  16. Adhere and comply with the college financial regulations.
  17. Carry out any other reasonably comparable duties that may be required from time to time.

# Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Level 4 or equivalent qualification in Education, Business, Advice and Guidance or a related discipline.
2. Proven experience in developing and managing relationships with employers, preferably in an educational or vocational setting.
3. Experience in coordinating work experience programs and T Level Work Placements is highly desirable.
4. Familiarity with the T Level framework, its structure, and the requirements for work placements associated with T Level courses.
5. Strong organisational and project management skills to effectively coordinate and oversee multiple work experience placements.
6. Excellent communication and interpersonal skills to engage with employers, students, and other stakeholders.
7. The ability to articulate the benefits of work experience and effectively convey information to diverse audiences.
8. Ability to work collaboratively with internal stakeholders, including academic departments, career services, and Employability Coaches.
9. A solid understanding of employability skills and the ability to guide students in developing these skills through work experience and volunteering opportunities.
10. Proficiency in data management and record-keeping to maintain accurate information on work experience placements, employer contacts, and student outcomes. Knowledge of Grofar desirable.
11. Willingness to stay informed about industry trends, changes in employment landscapes, and emerging opportunities for students.
12. The ability to adapt to changes and evolving requirements, especially in the context of educational programs and industry demands.
13. Strong networking skills to build and maintain relationships with a variety of employers and industry partners.
14. Awareness of relevant legal and compliance requirements related to work experience, volunteering, and student placements.
15. Have an awareness and understanding of the Prevent and Safeguarding initiatives
16. Have an awareness and understanding of equal opportunities.

## Equality and diversity

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

**Closing date: 5<sup>th</sup> October 2025**

**Reference No: 6WCE003**

**Interview date: TBC**

# Conditions of Service

<b>Contract:</b>	Permanent Part time
<b>Salary:</b>	£15,123 - £16,049 pa inclusive  Please note the salary range for this post is points 29 – 31 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 29 Where there is evidence of current earnings in excess of point 29, the applicant may be placed at the salary point higher than their current salary
<b>Pension:</b>	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	90 hours per annum plus public holidays plus up to 3 days Christmas efficiency closure
<b>Hours:</b>	18 hours per week
<b>Probation:</b>	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.  Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.  The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee's performance.
<b>Disclosure</b>	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Criminal Records Bureau.