

# Work Placement Coordinator

School:	Leicester College	Posted:	4th September 2019
Location:	Leicester, Leicestershire	Expires:	19th September 2019 12:00 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	£22,016 - £23,800	Job ID:	1063817
Hours:	Full Time	Job Reference:	1035



Work Placement / Progress Co-ordinator-Business and Computing/FT/Permanent

We are looking to appoint a Work / Industry Placement and Progress Coordinator to join our vibrant Business and Computing department working across our sites between Abbey Park and St Margaret's Campuses. The successful applicant will liaise with employers and organise work placements for a caseload of students predominantly aged between 16 and 18. You will carry out health and safety risk assessments and act as the first point of contact for the employer and the Students prior to and during the work placement. Your role will support students to become independent through the development of their employability skills, preparing them to progress to positive destinations.

You will have excellent communication skills and the ability to approach difficult issues in a calm and responsible manner. You will be able to build effective working relationships with employers, students and colleagues. Experience of working with young people is required along with a relevant Level 3 qualification in IAG and Level 2 qualifications in English and Maths or equivalent. Appropriate experience and some knowledge of the business and / or computing sector would be an advantage.  
Closing date: 18th September 2019  
Interviews: 26th September 2019

We are one of the largest Further Education Colleges in the UK with more than 20,000 students studying with us on a wide range of courses. Our mission is to equip people with the skills they need to be successful in education, in work and business and in their personal lives.

Leicester College is proud of its diverse workforce and welcomes applications from the whole community.

If you decide to apply for this post, keep a copy of these details, as they will no longer appear on this web site once the post is closed. Please note all vacancies close at midnight on the closing date specified.

We aim to complete shortlisting for this role within 5 days after the closing date. You will be contacted via the email address you provide on your application form as to the outcome of your application. Please remember to check your spam email box if you haven't heard from us.

Please ensure you complete in full all sections of the application form as we do not accept CVs or other forms of supplementary information.

## Data Protection

Leicester College take the security of your data seriously and have internal policies and controls in place to ensure that your data is protected. By entering your details you are allowing us to access and use the information you provide for recruitment purposes. We will not share your information with any third parties outside of our agreements.

Your data will be saved periodically before you reach the end of the application form. This is to help you if you want to complete the form over a number of visits and to limit data loss as a result of a technical issue such as an accidental browser closure or a loss of internet connection.

We will store your details for a period of 12 months, initially for use in the recruitment process and thereafter in an anonymised format to allow us to complete recruitment statistics. Your personal details will be deleted automatically once the data retention limit is reached.

## Safeguarding Statement:

The College is committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. All positions are subject to an enhanced DBS disclosure that is considered satisfactory by the College. If you are appointed you must reimburse the College of the cost of a Disclosure and Barring Service check (previously Criminal Records Bureau). The cost will automatically be deducted from your first salary payment. You are also required to subscribe to and pay for the on line DBS Update Service.