



**Work Experience and Progression Mentor
Reporting to Character Education, Employability and Tutorial Manager
The Roundhouse**

Hours	37 hours per week
Contract Type	Support
Holidays	20 per year plus bank holidays and college closure days where applicable
Salary	£25,167 per annum

Job Purpose

Work experience is a key element of our students' wider education and development and is integral to achieving the Group's ambition of producing students who are skilled, professional, and enterprising.

The Work Experience and Progression Mentor will work with curriculum teams, employers and other key stakeholders to develop and facilitate a programme of activities that enable students to access appropriate and relevant work experience opportunities and work-related insights, helping to prepare students for the world of work and to provide them with the opportunity to reflect meaningfully on their skills, experience, and future choices.

They will source, manage, implement, and record work experience activities and work placements for students to gain practical skills in safe, relevant, and realistic work settings, and enable them to prepare for life after college and entry into the workforce or higher learning opportunities.

Key Responsibilities

Encounters with Employers and Employees & Experience of Workplaces

- Develop partnerships with external stakeholders and utilise their expertise to inform how best to prepare students for careers in their chosen industry to support students into positive progression destinations
- Plan, develop and facilitate a programme of innovative activities in collaboration with curriculum and other stakeholders to enable students to access appropriate and relevant work experience opportunities
- Provide advice to students individually, in groups, or delivering to classes, to support students with all stages of work experience preparation, pre- and post- activity
- Keep up to date with national and local labour markets and share information with relevant departments
- Work in partnership with the careers team to ensure work related information is accurate and relevant and surfaced to students in appropriate formats via formal communication systems
- Follow up employer leads produced by the Employer Partnership Team, and contact current and new employers to source/secure work placement and work experience opportunities to match the requirements of students and their targets for progression
- Attend and organise, in partnership with other internal/external agencies, meetings, industry fairs, events, etc. within the local area to identify work experience opportunities and employer contacts, representing DCG in a positive way
- Ensure students are matched and placed in appropriate and approved work placements relevant to their course, skills, and experience
- Ensure that employers meet Health & Safety and Safeguarding requirements and keep all H&S and related documents fully updated as per DCG processes and procedures
- Keep an accurate record of work experience data (completed hours, attendance, and feedback) by using the relevant systems to record all work experience activities undertaken and produce reports for curriculum teams and management
- Maintain a work experience calendar to aid planning, and ensure delivery schedules work for employers and curriculum teams, and regularly meet with curriculum teams to provide updates on work experience progress

Destinations and Progression

- Assist in the planning and preparation of students leaving college and entering positive destinations
- Track student destinations as they leave college, offering information and advice where required

Other duties

- Collaborate with the wider Student Experience team to share best practice, and strive for excellence in all aspects of service
- To develop and maintain networks within the D2N2 conurbation to support the work experience agenda
- Collaborate effectively with cross-college staff, including Curriculum Teams, Personal Tutors, the Careers Team, the Employer Partnership Team, Inclusion and Support, and Safeguarding staff
- Work flexibly within the Student Hubs, working evenings and weekends and covering work of absent colleagues where required, and providing support to other Student Hubs if necessary
- To support on wider activities related to and in support of the college's strategic vision

Knowledge/ Experience Criteria**Essentials**

- Full valid Driving License
- Good knowledge of Microsoft systems
- Knowledge of the remit and range of work experience and associated terminology
- Knowledge of post-16 education, including work experience and study programmes
- Understanding of the destinations associated with post-16 students
- Knowledge of the Gatsby Benchmarks and an interest in careers development
- Labour market knowledge - notably STEM
- Experience of successfully delivering time-critical projects and meeting challenging targets
- To be able to collaborate and work productively and effectively with a range of teams
- To be able to deal with difficult issues in a sensitive and confident way
- To be able to prioritise, work under pressure and to meet deadlines
- High level interpersonal, organisational and communication skills, including the ability to communicate effectively with young people
- Flexibility to work early mornings, evenings and weekends where required, including at non-college venues and events

Desirable

- Experience of developing successful links with employers
- Experience of successfully delivering work experience activities to 16-19 year olds
- Understanding of the pastoral needs of the 16-19 and adult age groups
- Ability to develop innovative learning materials and support their delivery
- Experience of delivering creative and engaging activities to support student engagement within an FE environment
- Experience of developing or implementing work experience and employability skills in an organisation and understanding of external guidance and requirements for work experience/placements

Qualifications**Essentials**

- Level 2 English
- Level 2 Maths

Desirables

- Level 3 Award in teaching (or willing to work towards)
- Level 3 qualification in coaching and / or mentoring (or willing to work towards)
- IAG Level 3 qualification (or willing to work towards)
- H&S in the workplace Level 2 (IOSH)

PRINT NAME (IN CAPITALS):

SIGNATURE:

DATE: