

Role Description

Role Title:	Employer Engagement Assistant
Reporting To:	Employer Engagement Manager
Location:	Franklin College, Grimsby
Appointment Type:	Full Time, Permanent, Term Time only

Role Purpose

The post holder will work within the Centre for Professional Development and support the Careers and Employability team. The post will include general office duties, working with students to support their progress to ensure that they develop their employability skills and secure the best possible outcomes. A key element of the role is to engage with external organisations to arrange mentoring, curriculum learning, working lunches, careers and employability events and work internships and to support the team in achieving all 8 Gatsby benchmarks.

Main Duties and Responsibilities

1. To work with the Employer Engagement Manager and other members within the team and across college to deliver a high quality of service to our students that both meets the College expectations with regard to attendance, behaviour and other issues relating to student outcomes, and also the individual welfare and support needs of our students.
2. To support the team in ensuring that all 8 Gatsby benchmarks are met, being guided by the Employer Engagement Manager, in particular with liaising with curriculum areas with a focus on Gatsby Benchmark 4,5,6 & 7.
3. To manage the administration of the Career Ready programme that involves student and employer organisation communication, ensuring that student/mentor meetings take place, records are kept updated and all safeguarding checks are accurate and documented.
4. To arrange the programme of masterclass sessions for each Career Ready themed programme, liaising with employers, curriculum staff and those at partnership colleges.
5. To lead in the administration of Career Ready events arranging the venues, transport and processing on Franklin Evolve system and all necessary associated paperwork.
6. To develop professional relationships with external employers and universities to gain support with all activities across the Centre for Professional Development.

7. Working with the Employer Engagement Manager, to identify, develop and embed employability skills across the centre for Professional Development and to assure positive destinations for students.
8. Developing and maintaining social media sites for Career Ready including Facebook, LinkedIn and to manage google classrooms and Teams channels.

Other duties and responsibilities

1. General administration support for the Employer Engagement Manager and team including the organisation of careers and employability events, conferences and seminars, arranging travel and accommodation as necessary.
2. Responsible for the administration of volunteer DBS checks, maintaining an updated register and attending the Single Central Register meetings and ensuring that they are renewed when needed.
3. To arrange the Career Ready board meetings and any other meetings as required and take minutes where needed.
4. Contribute to safeguarding and child protection at all times to ensure the safety and security of young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm (including DBS checks for Career Ready mentors, consent forms etc.).
5. Ensure that policies and procedures are conducted fairly, transparently and in accordance with legislative requirements and college policy. Including Health and Safety and Equality, Diversity and Inclusion Policies.
6. Such other tasks directed by the Employer Engagement Manager as may be necessary, commensurate with the nature and level of responsibility of the post.

PERSON SPECIFICATION

Method of Assessment <i>The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.</i>	Desirable	Essential
English and Maths at GCSE		X
Relevant level 3 qualification		X
Knowledge and understanding of the principles and practice of customer care		X
An understanding of working in an educational/training environment	X	
Good working knowledge of current PC software applications and understanding of PC hardware		X
Previous experience of actively supporting students in a self-directed environment	X	
Previous experience working within a busy and dynamic team, managing multiple projects, workloads.		X
Previous experience of front line customer service		X
IT literacy – MS Office, including Excel, Word, Outlook etc		X
Time Management – the ability to plan and prioritise work to ensure key targets are met		X
Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing.		X
Interpersonal skills - the ability to build and maintain effective professional relationships with internal customers and external contacts.		X
Close attention to detail combined with the ability to work accurately even when under pressure.		X
A commitment to student success.		X
A commitment to equal opportunities and diversity management.		X
Franklin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.		X