

Job Description and Person Specification



Careers & WEX Assistant

Salary:	£12,342 - £13,208pa inclusive
Hours:	18 hours per week
Leave:	90 hours per annum plus up to 18 hours Christmas efficiency closure plus public holidays
Reports to:	Careers Manager
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 a Careers & WEX Assistant, your primary responsibility will be to provide crucial support to the Careers Team & WEX Coordinator in delivering comprehensive career guidance and facilitating work experience opportunities for students. Your role encompasses administrative tasks, resource management, and assisting in implementing programs aligned with the Gatsby Benchmarks and the Skills Builder framework. Additionally, you will play a key role in ensuring the effective administration of recording all careers and employability activities, contributing to the smooth operation of the career services offered.

1. **Administrative Support:**

- Assist in scheduling appointments, managing calendars, and maintaining records related to career guidance sessions and work experience placements.
- Handle inquiries from students, parents, and employers regarding career services and work experience opportunities.
- Provide general administrative support, including answering phones, responding to emails, and preparing documents and presentations.

2. **Resource Management:**

- Assist in developing and maintaining a database of career resources, including job listings, educational programs, and skills development opportunities.
- Organise and catalogue career-related materials, ensuring they are accessible and up-to-date for students and staff.
- Help create engaging materials and presentations to support workshops, events, and assemblies focused on career guidance and work experience.

3. **Work Experience Coordination:**

- Support the coordination of work experience placements by assisting students with applications, CV writing, and interview preparation.
- Liaise with employers and community partners to facilitate work experience opportunities and ensure a positive experience for students.
- Assist in monitoring students' progress during work experience placements and collecting feedback to improve future opportunities.

4. **Gatsby Benchmark Implementation:**

- Assist in organising and promoting career-related activities and events that align with the Gatsby Benchmarks, such as employer encounters and workplace visits.
- Assist in the coordination of guest speakers, industry insights sessions, and other opportunities for students to explore different career pathways.

- Collaborate with the Careers Team & WEX Coordinator to track and evaluate progress towards meeting the Gatsby Benchmarks.

5. Skills Development Support:

- Support the integration of the Skills Builder framework into career guidance and work experience programs by assisting with skills assessment and development activities.
- Help organise and deliver workshops and training sessions focused on essential employability skills such as communication, teamwork, and problem-solving.
- Assist students in setting goals for skills development and provide resources and guidance to help them achieve their objectives.

6. Additional Duties:

- 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.
- To undertake any other duties broadly similar as required by the Director of Student Experience.
- To be prepared to work flexible hours as required.
- To keep skills up to date through continuous professional development
- Undertake additional duties, which may involve occasional evening work at enrolment times, on college open days and adult careers information sharing.
- Promote a positive image of the college in all contacts with students, employers and professional bodies.
- Adhere and comply with the college financial regulations.
- Carry out any other reasonably comparable duties that may be required from time to time.
- Undertake training and development as required, and directed

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. **Qualification:** Hold a level 2 in Customer Service, Business with a willingness to train.
2. **Relationship Management:** Possess administrative skills in developing and managing relationships with employers, particularly within educational or vocational settings, ensuring efficient communication and coordination, with the ability to take clear and concise notes during meetings or interactions.
3. **Work Experience Coordination:** Demonstrate administrative proficiency in coordinating work experience programs and T Level Work Placements, including logistical arrangements and documentation management.
4. **T Level Framework:** Showcase administrative familiarity with the T Level framework, focusing on understanding its structure and managing administrative requirements for work placements associated with T Level courses.
5. **Organisational Skills:** Highlight strong organisational and project management skills, specifically in administratively coordinating and overseeing multiple work experience placements, ensuring timeliness and accuracy.
6. **Communication:** Display administrative competence in communication and interpersonal skills, facilitating effective engagement with employers, students, and stakeholders through clear and concise correspondence and documentation.
7. **Advocacy:** Illustrate administrative ability to articulate the benefits of work experience and convey information to diverse audiences through well-structured and accessible written materials and presentations.
8. **Collaboration:** Emphasise administrative capability in working collaboratively with internal stakeholders, such as academic departments, career services, and Employability Coaches, to streamline administrative processes and ensure alignment of efforts.
9. **Employability Skills:** Demonstrate administrative understanding of employability skills and the ability to support students in developing these skills through work experience and volunteering opportunities, including tracking progress and providing administrative guidance.
10. **Data Management:** Showcase administrative proficiency in data management and record-keeping, utilising college systems to maintain accurate information on work experience placements, employer contacts, and student outcomes.
11. **Industry Awareness:** Express administrative willingness to stay informed about industry trends and changes in employment landscapes, ensuring administrative processes remain relevant and responsive to emerging opportunities for students.
12. **Adaptability:** Highlight administrative adaptability to changes and evolving requirements, particularly in managing administrative aspects of educational programs and responding to industry demands promptly.
13. **Networking:** Illustrate administrative strength in networking, focusing on building and maintaining administrative relationships with a variety of employers and industry partners to facilitate work experience opportunities.

14. **Legal Compliance:** Demonstrate administrative awareness of relevant legal and compliance requirements related to work experience, volunteering, and student placements, ensuring administrative processes adhere to regulatory standards.
15. **Prevent and Safeguarding:** Acknowledge administrative awareness and understanding of Prevent and Safeguarding initiatives, emphasising the importance of administrative compliance in ensuring student safety and well-being.
16. **Equal Opportunities:** Highlight administrative awareness and understanding of equal opportunities principles, ensuring administrative practices promote inclusivity and fairness in all aspects of work experience provision.

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: 7 July 2024

Reference No: 6WCE011

Interview date: TBC

Conditions of Service

Contract:	Permanent Part time
Salary:	£12,342 - £13,208pa inclusive Please note the salary range for this post is points 22 – 25 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 22 Where there is evidence of current earnings in excess of point 22, the applicant may be placed at the salary point higher than their current salary
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	90 hours per annum plus public holidays plus up to 18 hours Christmas efficiency closure
Hours:	18 hours per week
Probation:	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.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Criminal Records Bureau.