

JOB DESCRIPTION

Job Title:	Programme Officer – Work Experience	Salary scale:	£21,600 - £23,500 per annum depending on experience
Hours:	37.5 hours per week		
Reports to:	Head of Work Experience		
Job Purpose:	The Programme Officer – Work Experience will play a key role within the Work Experience team. They will be responsible for ensuring suitable and safe work experience placements are sourced, managed and available for students including administration, liaison with schools, employers, students and the 15billionebp staff team.		

15billionebp is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be required to apply for an Enhanced Disclosure via the Disclosure and Barring Service.

Principal Accountabilities

1. To secure, update and manage work experience placements using the 15billionebp Work Experience Database
2. To deal with telephone enquiries about the work experience programme, speaking with teachers, employers, parents, schools and students.
3. To be a key point of contact for schools/educational establishments managing and overseeing the work experience process from start to finish and ensuring professional relationships are maintained at all times.
4. To ensure all documentation is completed in accordance with 15billionebp, Inspire and funder requirements and guidance.
5. To produce information and provide support services to assist the Head of Work Experience and other team members.
6. To liaise with employers in a professional manner to ensure suitable placements for pre and post-16 students are secured and good relationships are maintained.
7. To assist with one-to-one interviews with students when required to ensure suitable placements are secured for them e.g. students with special educational needs.
8. To complete employer Health and Safety workplace visits.
9. To maintain ICT administration systems.
10. To participate and support the Work Experience team, attend and contribute to meetings and discussions.

11. To attend events, meetings and promotions which may, from time to time, be outside of normal working hours. This may include attendance at school parents' evenings.
12. To complete all tasks in accordance with the Charity policies and procedures, particularly those relating to Equal Opportunities, GDPR, Safeguarding and Health and Safety.
13. To carry out any other duties that are in line with the purpose and grade of the role.

Qualifications required

- A minimum of 5 GCSEs at A* to C grade or equivalent (including English and Maths)
- A Levels or equivalent level 3 qualification

Person Specification

Essential

- Good communication skills - written and verbal. Ability to communicate effectively with people of all levels, ages and abilities.
- Excellent administrative skills
- Good working knowledge of Microsoft Office including Word, Excel and Outlook
- Ability to show a high degree of professionalism.
- Good problem solving skills and ability to take initiative
- Ability to keep calm, think clearly and resolve problems at short notice.
- Able to demonstrate examples of successfully coordinating projects/activities.
- Able to manage multiple overlapping deadlines.
- Able to work collaboratively with others to achieve results.
- Ability to work with discretion and recognise the importance of confidentiality.
- Ability to work under minimum supervision.
- Good organisational and time management skills to balance a varied workload.
- Willing to participate in professional development.
- Confident around speaking to large groups of students/employers
- Willing to contribute to the strategic success and development of the Charity.
- Willing to comply with Charity Quality Assurance processes.

Desirable

- A relevant Health and Safety qualification
- Previous experience of working within a project environment liaising with a number of stakeholders.