

# Work Placement Coordinator

**Centre:** NMT Bucks & Herts

**Employer:** New Meaning Training (NMT)

**Salary:** £25,000 per annum

**Job Reference:** WPC-1902HW

**Closing date:** 29/03/24



## Introduction

Could you be a New Meaning Training Work Placement Coordinator? We have a position available to support our **Work, Study and Support Programme where mobile tutors work with learners on a 1:1 basis teaching English and Mathematics Functional Skills, Employability Skills and coordinate weekly work experience.** If you believe you have what it takes to help young people reveal their potential, then we want to hear from you.

## Key Responsibilities

If you're interested in young people and want to support, develop, implement and coordinate work experience for learners aged 16-25, then this is the job for you! You'd get to work with a fantastic, passionate team who create an energising and caring work environment.

The key responsibilities for this role include:

- Finding safe, suitable work placements to meet individual learner career aspirations that provide opportunities for learners to job shadow, have short-term exploratory job placements and longer-term work experience.
- Establishing and maintaining good working relationships with work placement providers
- Carry out initial health and safety checks at work experience placement sites and perform ad-hocsite checks as appropriate to ensure all health and safety regulations are met.
- Maintain and update effective management information to monitor work placement student uptake and provide a robust evaluation system and identify gaps moving forward.
- Supporting the New Meaning Training college team members to achieve agreed objectives and targets and collecting progression evidence and updating of records.
- Match learner needs, skills, and interests with available job placement opportunities.
- Supporting the learners to enable them to access and maintain their placements.
- Supporting the NMT college team to ensure directives and policies are reflected and implemented in everyday practice.
- Seek to resolve problems that may arise regarding a work experience placement.
- Provide a high level of customer service to all learners, staff, visitors and work placement providers.
- Fully understand the aims, objectives and ethos of New Meaning Training and to reflect these in your daily working life.
- Attend regular meetings and training as required.
- Adhere to New Meaning Training policies and procedures.
- Work with your Area Manager to manage your CPD programme.

- Any other tasks as required or requested by your Area Manager.

## About Us

New Meaning Training is an alternative education provision helping young people to find their strengths and develop the confidence and skills to earn their own living. We believe that every young person has the right to fulfil their potential. We patiently work in a holistic way to understand the young person's barriers to learning and to work out a way forward. We want to help the young people to be inspired about possibilities and opportunities and then to see that they can take more control of their future.

Around 250 young people will join one of three programmes this year, many having been referred by secondary schools, pupil referral units and Special Education Needs settings. We currently offer five learning programmes; Construction Skills, Work & Study, BOOST, Achieve and Sports and Public Services, all of which incorporate functional skills qualifications (Maths and English). Since New Meaning Training opened its first centre in High Wycombe in 2015, the organisation now supports young people across Buckinghamshire, Hertfordshire, Warwickshire, West Midlands and Berkshire.

## You will have:

- Experience in working with employers, voluntary organisations or agencies.
- Experience in working with SEND young people.
- Knowledge and understanding of safeguarding issues and procedures.
- Good levels of competency in literacy and numeracy and accuracy to detail.
- Administrative experience
- Driving license and own car and ability to travel
- First Aid qualification or willingness to undergo training.
- A teamwork ethos.
- Empathy and understanding for young people in all circumstances.
- The desire to help learners to achieve their goals.
- Confidence to identify and maintain a collaboration with local businesses for work experience placements.
- Professionalism always – when working with learners, parents and external parties.
- Either a good understanding of current social issues (e.g. County Lines and the impact of COVID on young people and their mental health) or a willingness to learn.
- An ability to understand deadlines and be able to adapt to suit learner needs

## Job Details

Type: Permanent – full time

Hours: 37.5 per week

Salary: £25,000 p.a.

Schedule: Day shift, Monday to Friday

Closing date: 29/03/24

*This job can be found on the New Meaning website on the careers button at the footer of the website.*