

The Leicestershire College

Job Description

1. Job Details

| | |
|-------------------------|-----------------------------|
| Job Title: | Work Placement Coordinator |
| Department: | Business Development |
| Reporting To: | Work Placements Lead |
| Competency Level: | Business Support 3 |
| Hay Grade: | G3 |
| Salary: | £28,356 – £30,886 Per Annum |
| Date of Job Evaluation: | January 2026 |
| Date: | March 2026 |

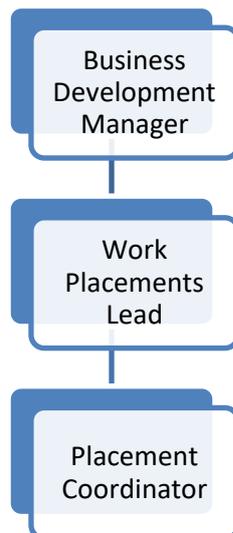
2. Job Purpose

To be responsible for the coordination, administration, delivery and quality assurance of high-quality work experience and industry placements.

3. Dimensions

Not Applicable

4. Organisation chart



| | | | |
|---------------------|-------------------------------|--------------|----------|
| Name: | Job Description Template -TLC | Owner: | HR |
| Document Reference: | HR-TT-078 | Last Review: | Aug 2025 |
| Version: | 1.0 | Next Review: | Aug 2027 |

*This document is the property of the Leicestershire College.
Any reproduction, even partial, is prohibited without prior written agreement.
Document “uncontrolled” when printed.*

5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Coordinate, plan and organise delivery of high-quality work experience and industry placement across the college.
- Lead on the tracking and monitoring of work experience and industry placement completion across college of designated curriculum areas.
- Support allocation of curriculum targets with Assistant Principals/Head of Departments during Curriculum Planning initiatives, for work experience and Industry placements and provide weekly updates to curriculum teams on progress and completion of work experience and industry placements.
- Support learner journey and curriculum by delivering resource in tutorials throughout the academic year. Ensure a robust supportive approach offered throughout the learner journey, from sourcing a placement to uploading their completed evidence.
- Support the Work Placement Lead in developing guidance materials for students and working with marketing to update/create guidance leaflets/brochures.

- Liaise with MIS to ensure completion of work experience and industry placements are closed down and compliant with DFE funding regulations and audit requirements. Assisting MIS with Census check points throughout the year to minimise the risk of financial clawback.
- Report work experience and industry placement data and forecasts on a regular basis to the Work Placements Lead.
- Liaise with colleges T-Level leads where applicable, to ensure administration process and procedures are adhered to ensure funding and contractual compliance.
- Work with external providers to develop a network of support for work experience and industry placement
- Responsible for own curriculum groups (aligned to Assistant Principal / Head of Department curriculum remit) and ensuring they complete their work placement.
- Carry out all activities pertaining to risk assessment and health and safety compliance.
- Adhere to and follow strict processes when organising work placements, considering factors such as health and safety risk assessments, carry out risk assessments.
- Support learners into industrial placements and work experience to ensure successfully complete their placements.
- Identify and match suitable organisations to learner's aims and requirements of their work placements.
- Ensure that all engagement with employers is fully logged and evidenced on the CRM.
- Attend networking events and opportunities to promote the College.
- Support Placement Lead and Business Development Manager with reporting/data related to the Employer Support Fund project for the Loughborough College Group.
- Review stagnant placements and timely review of health and safety dates, ensuring swift and appropriate action is taken to mitigate risk.
- Engage in relevant professional development activity as necessary.
- Undertake such other duties and responsibilities as appropriate and commensurate within the nature of the duties and responsibilities of the post as deemed necessary by Senior Managers and the Executive Team within the context of the Loughborough College Group contract.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

| Action | Result |
|--|--|
| To coordinate, plan and organise the delivery of high-quality work experience and Industry placements. | Ensure WEX/IP completion so ensure the successful vocational achievement rates. |
| Effectively track and monitor learners progress against performance and delivery targets for work experience and industry placements. | To ensure work experience and industry placement requirements are fully compliant with funding regulations and audit requirements. |
| To create effective links with employers and external partners and stakeholders to develop new and repeat business. | Achieve college key performance indicators and income targets. |
| To work effectively across college to promote the employability agenda and work readiness. | Ensure positive learner destinations. |

8. Key Working Relationships and Communications

Internal: Assistant Principals, Head of Department, Placement Lead, BD Manager, Account Managers, Sales and Rec Advisors, Careers Team, Admin Team, Quality, MIS and Funding.

External: Employers, External agencies: JCP / DWP, External Partners and Stakeholders.

9. Scope for Impact

Not Applicable

10. Competency Profile

The following profile is a description of the required competencies of the role:

| | |
|--|---|
| Working with Excellent People | Responsiveness |
| <p>Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.</p> | <p>Supports change and supports colleagues in adapting to change. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.</p> |
| Ensuring Financial Sustainability | Self-Awareness |
| <p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p> | <p>Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p> |
| Delivering Excellent Quality | |
| <p>Anticipates customer needs; prevents poor service; delivers consistently high quality service. Informs and promotes subject area convincingly; is an ambassador for the College's activities. Takes ownership for own development, supports that of others and develops beyond own role. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.</p> | |

11. Knowledge, Skills and Experience (Person Specification)

| QUALIFICATIONS | | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|--------------------|--|-----------|-----------|------------------------------|
| 1. | Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent | • | | Application/ Certificates |
| 2. | Qualified or willing to work towards minimum of Level 3 Careers, Advice and Guidance or relevant Employability/WEX coordinator qualifications | • | | Application/ Certificates |
| EXPERIENCE | | | | |
| 3. | Experience of the use of Information Technology applications such as, databases, spread sheets, diary and calendar systems, websites to assist in the administration and organisation of work. | • | | Application/ Interview |
| 4. | Establishing strong networks and effective communication with internal and external stakeholders | • | | Application / Interview |
| 5. | Possess relevant work/ vocational experience e.g. in an educational setting with young people | • | | Application / Interview |
| 6. | Experience in managing multiple caseloads and ability to work in a fast paced, performance and target driven environment. | • | | Application/ Interview |
| 7. | A high level of verbal and written communication skills which enable creation of positive relationships with learners, staff, managers, employers and external contacts at all levels. | • | | Application / Interview |
| SKILLS & KNOWLEDGE | | | | |
| 8. | Understanding of Computerised information and database systems and ability to maintain systems and spread sheets and produce and analyse reports | • | | Application/ Interview |
| 9. | Knowledge of the local/national employment market and ability to translate this to young people. | | • | Application/ Interview |
| 10. | Ability to monitor, interpret and report on data and metrics associated with work experience and industry placement performance. | • | | Application/ Interview |
| 11. | Able to multitask, prioritise, and manage time efficiently. | • | | Interview |
| 12. | Knowledge of developing CVs, offering interview preparation and identifying new job opportunities. | | • | Application/ Interview |
| 13. | Ability to build effective internal working relationships across all levels of seniority and functions. | • | | Interview |
| 14. | Ability to work independently without direct supervision. | • | | Interview |
| 15. | Demonstrate your understanding of diversity and inclusion | • | | Application/ Interview |

| BEHAVIOURS | | | | |
|------------|--|---|--|-----------|
| 16. | Ability to work collaboratively with a range and level of people | • | | Interview |
| 17. | Show commitment to the improvement and maintenance of standards | • | | Interview |
| 18. | Access to or use of a vehicle to travel/attend external meetings & events. | • | | Interview |
| 19. | Ability to work flexible hours at evenings and weekends when required. | • | | Interview |
| 20. | Promote the College's equal opportunities policy and practices | • | | Interview |
| 21. | Ensure the safeguarding of students | • | | Interview |

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in March 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

| | | | |
|-----------------------------|--|-------------|--|
| Job Holder Signature | | Date | |
|-----------------------------|--|-------------|--|