

ROLE DESCRIPTION

1. JOB TITLE: Employer Liaison Facilitator

2. CONTEXT:

West Herts College is a large general further education college with a large portfolio of courses for its local community including full-time and part-time further education, higher education, work-based learning and community learning.

West Herts College Group (WHCG) is committed to equipping students with the skills and behaviours to be able to progress into meaningful employment or further study.

Employers and other stakeholders (including employer-representative bodies and local government) will be at the heart of identifying skills needs which will shape curriculum planning and activities so that WHCG students will have the competitive edge against the competition.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Group Head of Employer Liaison

4. MAIN PURPOSE OF JOB

To support students to access high quality on-the-job training, industry placements and T Levels, ensuring all placements are compliant with health & safety legislation. To work with employers and provide excellent service to support them to fill their skills gaps. Utilise college databases to provide a matching student and employer service, adhering to college policies, procedures and quality standards.

5. DUTIES AND RESPONSIBILITIES

- Support with developing new and existing relationships with employers to increase capacity with On the Job training opportunities.
- Work closely with Heads of School, curriculum colleagues and the Careers and Education Team to prepare learners for placements and job opportunities such as; employer expectations and targets, provide students with joining instructions and gain feedback from the employer and student on their experience.
- Support employers to deliver a meaningful experience for learners on their placements
- Maintain accurate records and ensure all health and safety paperwork is completed for employers, learners and placements on college systems which meet ESFA funding and audit rules.
- Deliver presentations that promotes and inspires learners to complete on-the-job training, industry placements and T Levels.
- Develop a good understanding of the personal development needs and destinations of individual learners and match them to relevant and valuable on the job training opportunities, using in-house databases and the website that will support, stretch and develop their core competencies and skills.
- Fully support events such as; Employer talks and events, Open Day events, CIM's, and marketing initiatives, providing outstanding customer service, at all times.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to update knowledge and skills.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
- Be familiar with and promote the Equality and Diversity Policy.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
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- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.