

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Work Placement Co-ordinator

Vacancy ID: 009668

Salary: £21,693 - £23,111 Annually

Closing Date: 27/01/2019

Benefits & Grade

Grade H

Contract Details

Temporary until 31/03/2021

Contract Hours

37 hours per week (Part-time working would be considered)

Job Description

Youth Direction Careers continues to provide bespoke Guidance services to schools and colleges throughout the Tees Valley, Sunderland and in North Yorkshire. As part of our support to schools we wish to appoint a Work Placement Coordinator to improve the opportunities available to students in accessing individual work placements and work experience weeks.

This post is initially until the end of March 2021 and the intention is to make this role fully self-financing so that the contract extends well beyond that.

We are looking for someone who is well-organised, is proactive and who has excellent communication skills. An ability to engage both employers and educational establishments is essential, so previous experience of sales or marketing approaches would be an advantage.

We envisage the role starting with the development of a network of employers who want to offer work placements and/or work experience blocks; to then generate interest from schools, colleges and other organisations working with young people to use us as a central point to coordinate such experiences; and to conduct workplace checks and risk assessments where needed on behalf of schools and colleges. In return we offer very flexible working, a very positive working environment and team, and access to a broad and comprehensive CPD programme.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Ian Caley, Guidance & Participation Manager, on 07539 290199.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Children's Services		Service Area: Youth Direction
JOB TITLE: Work Placement Coordinator		
GRADE: H		
REPORTING TO: Guidance & Participation Manager		
1	JOB SUMMARY: <ul style="list-style-type: none"> To develop and improve relationships with employers throughout Tees Valley and the wider travel-to-work area. To develop and sustain a database of workplaces and contacts who wish to offer work placement and work experience opportunities. To complete necessary checks to ensure young people are safe while undertaking work placements and work experience. To work in partnership with education, training and employment partners to enhance the opportunities available to clients. To market opportunities to schools and colleges. 	
2	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	To develop a network of employers and employees who wish to offer work placements and work experience opportunities; these employers and employees to represent the local labour market.
	2	To develop a database of employers and employees who can offer opportunities for young people to experience the world of work through visits, short-term placements, week-long work experience, and extended placements.
	3	To ensure that all placements comply with necessary legal and safeguarding checks, these to include Health & Safety, DBS, risk assessments.
	4	To enhance the work placement and work experience programmes by developing resources and systems for maximum learning; these to include support around preparation, tasks and opportunities while undertaking work placements, and opportunities for debriefing and evaluative learning.
	5	To proactively update linked establishments re. contracted services, including breakdown of time and activities delivered, and any issues preventing delivery of agreed activity.
	6	To work closely with schools and colleges to identify opportunities for improving services offered.
	7	To broker access to learning, training and personal development opportunities for young people where requested by partner organisations.
	8	To market work placements and work experience to schools and colleges within Tees Valley and the wider travel-to-work area; and to increase the number of schools and colleges using work placements and work experience as part of their offer to their learners.
	9	To develop opportunities for work placements and work experience for young people who are at risk of NEET or who have become NEET.
	10	To respond innovatively to the needs of young people, acting as advocate in their interests and promoting their participation in service delivery.
	11	To contribute to the achievement of service objectives, including increasing the number of young people In Learning and reducing the proportion of young people aged 16-19 years who are NEET.
	12	To provide opportunities for young people to participate actively in the design, delivery and evaluation of services.
	13	To contribute, as requested, in the development and support of partnership initiatives benefiting local young people, working in multi-disciplinary teams as

		required.
	14	To identify gaps in Service provision and work with the management team to improve current services or develop new services.
	15	To produce reports when required.
	16	To undertake such training and development as may be deemed necessary to meet the duties and responsibilities of the post. Support the training and development of staff as required, including shadowing opportunities to new staff.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of H using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Work Placement Coordinator	H
Directorate / Service Area	Children's Services	Youth Direction
Post Ref:	34639	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> GCSEs at grade C/4 or higher, in English and Mathematics 	<ul style="list-style-type: none"> Higher level qualifications showing ability to learn and operate at higher levels Training in areas related to marketing, sales and / or employer engagement 	Application form
Experience	<ul style="list-style-type: none"> Experience of delivering services to partner organisations Delivery of support to individuals Successful experience of partnership working 	<ul style="list-style-type: none"> Experience of undertaking workplace checks to safeguard young people Experience of developing databases Marketing or sales experience 	Application / Interview
Skills	<ul style="list-style-type: none"> Excellent interpersonal skills Organisational skills Good communication skills both written and oral Advocacy for young people Excellent ICT skills including Excel Motivational skills 	<ul style="list-style-type: none"> Presentation skills Sales and/or marketing approach 	Application / interview

Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Adaptable and flexible, working in a fast changing environment • Good team player • Persistent and resilient 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Ability to work flexible hours including evenings and weekends • Full, current UK driving licence and regular use of a motor vehicle or a capacity for independent travel • Knowledge of assessment process including EHA's and LDA/EHCP 		Application / interview

Person Specification dated 14.11.2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.