

## Person specification: Industry Placements Coordinator

Training and qualifications	Essential	Desirable	Evidence
Degree or equivalent	√	√	Sight
Undertaken relevant CPD	√		Application

Experience	Essential	Desirable	Evidence
Experience of dealing with a wide range of stakeholders to develop and maintain effective relationships	√		Application/reference/ interview
Experience of working with industry	√		Application/reference/ interview
Experience of working in a school or educational environment		√	Application/reference
Experience of advising, young people		√	Application/reference/ interview
Previous experience of conducting risk assessments or Health and Safety work		√	Application/reference/ interview

Professional knowledge and understanding	Essential	Desirable	Evidence
Ability to establish and develop professional and effective relationships with employers	√		Application/reference/ interview
Ability to establish and develop professional and effective relationships with adults and young people	√		Application/reference/ interview
Effective ICT and organisational skills	√		Application/reference/ interview
Ability to work using own initiative with minimal supervision	√		Application/reference/ interview
Outstanding knowledge of the Gatsby Benchmarks		√	Application/reference/ interview
Outstanding knowledge of the DfE Careers Strategy		√	Application/reference/ interview
Knowledge of activities to support student placements		√	Application/reference/ interview
Awareness of health and safety requirements in education establishments		√	Application/reference/ interview

Personal qualities and skills	Essential	Desirable	Evidence
Honesty, integrity and professionalism	√		Reference/interview
Excellent interpersonal skills and builds positive relationships with staff, students, business and all stakeholders	√		Reference/interview
Able to organise, prioritise and meet deadlines	√		Reference/interview
Ability and confident to undertake phone calls and generate placement leads with new employers	√		Application/reference/interview
Work efficiently and accurately	√		Application/reference/interview
Outstanding communication skills both written and oral	√		Application/reference/interview
Possess the energy and drive to motivate staff	√		Reference/interview
Able to work as part of a wider team with a flexible approach to the role	√		Reference/interview
Able to respond calmly to challenging situations and demonstrate stamina and resilience	√		Reference/interview
Willingness to take on responsibilities beyond previous experience with suitable support	√		Application/reference/interview
Absolute commitment to the UTC ethos and attitude towards students as young adults	√		Application/reference/interview
Committed to equality and diversity	√		Application/reference/interview

Special requirements	Essential	Desirable	Evidence
No adverse criminal record	√		DBS check
Full driving licence with access to a car to use for work purposes	√		
Two satisfactory references from current and previous employers	√		

AUEA UTC is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.