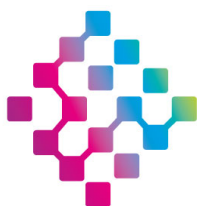


# Employer Engagement Coordinator

## APPLICATION PACK

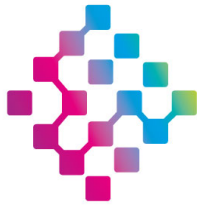
Required ASAP



**University  
Technical  
College  
Norfolk**



**cst** Community  
Schools  
Trust



**University  
Technical  
College  
Norfolk**

Are you passionate about bridging the gap between education and industry? University Technical College Norfolk (UTCN) is seeking a dedicated Employer Engagement Coordinator to join our team.

### **The Role**

In this vital position, you will coordinate employer engagement and support the delivery of careers advice to ensure our students achieve "great destinations". You will act as a key link between the classroom and the professional world, managing a diverse portfolio of industry contacts and organising high-impact events.

### **Key Responsibilities**

- **Strategic Collaboration:** Work with the wider Careers Team to develop Gatsby Benchmarks and support the planning of relevant areas of the annual PSHE programmes.
- **Relationship Management:** Actively maintain the UTCN employer database and recruit new industry partners to meet recruitment needs.
- **Student Support:** Supporting students in preparation for employment and education after UTCN via events such as but not limited to FindYourFuture sessions, scholarship applications, the UTCN Careers Fair etc.
- **Governance:** Lead the Industry Partnership Group (IPG) by setting agendas, minuting meetings, and reporting to the governing body.

## Job description

Job Title	Employment Engagement Coordinator
Reports to	Assistant Headteacher
Hours of work	37 hrs per week, Term Time + 2 weeks per year, 8-4 Monday-Thursday, 8-3:30 Friday
Grade	UTCN Support Staff Scale 6 (Points 26-28), £27,125.37 - £28,653.71
Purpose	To coordinate employer engagement and support the delivery of careers advice to enable students to achieve great destinations

### Key Responsibilities

#### Careers Education

- Work with the wider Careers Team to support the development of the Gatsby Benchmarks.
- Work with the Student Experience team to support the planning of an annual PSHE programme for every year group and the creation of relevant resources.
- Collect, maintain, and analyse key student data to support school planning and statutory reporting, including careers and work experience participation and evaluation surveys.
- Plan and support events with educational institutions and employers to support FYF and PSHE programmes.
- Coordinate and lead the delivery of the FYF sessions.
- Track and analyse the effectiveness of employer engagement encounters for all students.
- Actively communicate with students regarding destinations, providing advice or referring to the Careers Advisor as needed.
- Survey students about destinations and collate data for the Careers Advisor and Senior Leadership Team.
- Support selected Year 11 students in applying for Arkwright Engineering Scholarships.
- Manage the delivery of T Level Industry Placements, ensuring each student completes the required hours in a relevant professional setting.
- Actively communicate and support the process for students regarding their work experience destinations and T-Level Industry Placements

- Oversee the collection of all relevant documentation surrounding work experience

#### Employer Liaison

- Manage the existing portfolio of employer contacts and maintain the UTCN employer database.
- Contact new employers to arrange meetings and ascertain future recruitment needs.
- Proactively contact new employers to ascertain their capacity for hosting Work Experience and T Level industry placements and meeting recruitment needs.
- Act as the primary point of contact for employers before, during, and after student placements to ensure high standards of engagement.
- Inform the Careers Team of apprenticeships, work experience, and internships, and support student applications.
- Organise, attend, and minute the Industry Liaison Group (IPG) meetings (typically three per year).
- Report to the UTCN governing body on the work of the IPG.

#### Events

- To plan, lead and manage employer led or employability events including but not limited to UTCN Careers Fair
- General Responsibilities
- Support whole-school marketing activities and events.
- Undertake other duties within the scope of the post as required by the line manager or headteacher.
- To undertake First Aid Responsibilities

Please note, you must require business insurance at the post holders own expense for this role.

## Person Specification

Category	Essential Requirements	Desirable Requirements
Experience	<ul style="list-style-type: none"> <li>• Building and maintaining a portfolio of employer contacts.</li> <li>• Planning and coordinating events, such as Careers Fairs or interview days.</li> <li>• Experience working with or advising students on career destinations.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within an educational setting or supporting Gatsby Benchmarks.</li> <li>• Experience minuting formal meetings (e.g., Industry Partnership Groups).</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Understanding of the "Gatsby Benchmarks" for careers education.</li> <li>• Knowledge of the local/regional apprenticeship and internship landscape.</li> <li>• Familiarity with the Arkwright Engineering Scholars programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of PSHE (Personal, Social, Health, and Economic) curriculum planning.</li> <li>• Understanding of school governance and reporting structures.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to track and analyse data regarding the effectiveness of employer encounters .</li> <li>• Excellent organization skills to manage the UTCN employer database.</li> <li>• Strong communication skills for leading student sessions and meeting employers.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic planning skills to set agendas for industry groups.</li> <li>• Marketing skills to support whole-school promotional events.</li> </ul>

<b>Attributes</b>	<ul style="list-style-type: none"><li>• Proactive approach to making contact with new recruitment partners.</li><li>• Collaborative nature to work across the wider Careers and PSHE teams.</li></ul>	<ul style="list-style-type: none"><li>• Ability to work flexibly, including "Term Time + 2 weeks" and supporting various school duties.</li></ul>
-------------------	---	---