

We are committed to ensuring all individuals are valued and work in a safe environment, promoting the ethos of Safeguarding and Equality and Diversity in all of our practices. We expect all staff to share this commitment.

Job Title:	Employment Coach (Digital)
Grade / Salary:	£26,218.54 - £28,088.30
Hours:	37 hours per week
Department:	Student Support
Work Location:	Gloucester
Responsible To:	Student Support Manager

1. Applicant Information

Gloucestershire Professional Services (a subsidiary of Gloucestershire College) is committed to safeguarding children and vulnerable adults and any offer of employment will be subject to a number of conditions.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or any information that would make you unsuitable to work with children. Generally, we are permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This Order sets out the circumstances in which an individual can be asked about spent convictions (but not protected convictions or protected cautions) and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties."

As this role involves engaging in "regulated activity" relevant to children, and in line with our legal obligations, before filling out this application you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In line with KCSIE and having regard to all relevant guidance, there is a requirement for providing satisfactory references and online searches will be conducted for candidates. The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks. The level of check undertaken will be consistently applied across all applicants and may include both social media and a general internet search.

A satisfactory DBS Enhanced Disclosure with child barred list check will also need to be obtained as a requirement of the job.

2. Job Profile

Gloucestershire College is recruiting an Employment Coach to join the Student Support team based at Gloucestershire College.

At Gloucestershire College, we consider work experience and employability skills a priority for the development of our students. The purpose of this role is to plan, design, and coordinate work experience opportunities for learners studying our T Level qualifications.

This position will focus primarily on sourcing work placements for students enrolled on the **Digital T Level** programme. Responsibilities include contacting employers, following up on leads, and creating opportunities for meaningful placements. Students on a T Level programme must complete **315 hours of work experience over two years**, so we need someone confident in promoting our provision and engaging employers to support our learners.

As an Employment Coach, you will need to be flexible and proactive in seeking opportunities, work collaboratively with curriculum teams, and demonstrate a united approach to work experience. The role requires a high level of professionalism, strong organisational skills, and a positive attitude.

A career with us means much more than just a salary- we know that our people are our greatest asset.

We provide an empowering, values-based environment where we all play a part in inspiring a future generation, working towards an inspirational vision. We are passionate about learning and pride ourselves in developing our staff; we will support you both professionally and personally to develop all the skills necessary to make this your next success.

We value mutual respect and believe that trust, respect and civility bring out the best in people. We also work collaboratively utilising the different knowledge, skills and experiences we each have; we strive to create an environment where everyone can give of their best. Working with committed colleagues, we also offer an attractive benefits package, please click on the benefits link to find out more about the range offered.

We celebrate the fact that our students and staff, our partners and friends, are from different social and ethnic backgrounds, different faiths, sexual orientation and ages.

We are committed to equality, diversity and inclusion and we want our workforce to have an equal gender balance, represent a broad mix of people from minority ethnic backgrounds, LGBTQ+, those with a disability and we would encourage all applicants that identify with this to apply.

In accordance with Keeping Children Safe in Education 2024, we will carry out an online search as part of our due diligence on successful candidates.

The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks.

The level of check undertaken will be consistently applied across all successful applicants and may include both social media and a general internet search.

If you would like to request any further information on this check, please contact gc.jobs@gloscol.ac.uk

Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

3. Main Duties and Responsibilities

- Research and contact companies to promote student work placements within the digital industry.
- Understand student needs regarding work experience and provide tailored support.
- Coordinate and organise work placements, ensuring all required documentation is completed accurately.
- Deliver bespoke training and advice sessions on employability and work experience through tutorials, Student Development sessions, and one-to-one meetings.
- Collaborate with academic and student support teams to provide effective placement support.
- Assist in the selection process to match students with suitable employers for placements.
- Build and maintain strong relationships with employers to develop a diverse bank of placement opportunities.
- Track and record student progress against agreed work experience plans using accurate data and reporting tools.
- Prioritise student safety through adherence to the Health and Safety for Work Experience procedure and liaise with the Health and Safety team in making decisions about placement suitability.
- Provide effective communication to ensure the Work Placement process is as supportive as possible, through both student, employers and college staff.
- Develop existing placement provision and expand the range of placement providers.
- Encourage students where possible to take up job opportunities that complement their full-time programme.
- Support progression onto T Level programmes.
- Provide accurate statistical information as required and work closely with curriculum teams to ensure data integrity.

4. General

- Take an active part in the performance review process.
- Comply with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy.
- Comply with and actively promote the College's Equality and Diversity Policy.
- Comply with and actively promote the College's Safeguarding Policy and Practices.
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way.
- Participate in enrolment.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post.

5. Values

We have **four core values** that reflect what we are, how we do things and where we want to be. We want to support all staff to:

Be Respectful 	Be Respectful – To be respectful of self, others, property and environment when at college or representing the college.
Be Responsible 	Be Responsible – To take ownership of our behaviours, attitude and personal development.
Be Ambitious 	Be Ambitious – To become the best versions of ourselves.
Be Collaborative 	Be Collaborative – To work as part of a team or teams, to support each other to contribute and celebrate success.

6. Person Specification

Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Excellent communications skills working in a customer service environment. – Experience of building relationships with companies or organisations – Experience of working with young people 16-18 – Demonstrate an understanding of the T Level Qualification framework – Maths and English at level 2 (or equivalent) or willingness to complete – Willingness to undertake Equality and Diversity and Safeguarding training
Desirable	<ul style="list-style-type: none"> – Experience in the digital industry – Experience of managing a project and creating reports

Person Specification

Abilities	<ul style="list-style-type: none"> – Team Player – Time management skills – Understanding of Health and Safety in the workplace – Experience undertaking Health and Safety reviews. – Understanding of Technical levels in FE.
Job Circumstances	<ul style="list-style-type: none"> – Able to travel between Campuses as necessary. – Hold an Enhanced DBS check with child barred list check or be willing to undertake a check.

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the performance review process, and will be varied in the light of the business needs of the College.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.

Where an employee or candidate indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

