



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

About the Role – Employment Details

Post Number	A174
Job Title	Work Placement Advisor (Construction)
Salary	£26,218.54 - £28,088.30
Contract Type	Fixed Term until July 2027 – 37 hours per week
Campus	Cheltenham
Department	Student Support
Reporting To	Student Support Manager
Holiday	27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure
Pension	People's Pension – 4-5% matched

About the Role – Meet the Team

Gloucestershire College is recruiting a Work Placement Advisor to join our Student Support team.

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 construction qualifications.

This position will focus primarily on sourcing work placements for students enrolled on the Construction courses, including the T Level construction course. Responsibilities include contacting employers, following up on leads, and creating opportunities for meaningful placements. As an example, students on a T Level programme must each 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 a Work Placement Advisor, 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.

About the Role – Duties and Responsibilities

- Research and contact companies to promote student work placements within the construction 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

About You

Our Shortlisting Criteria

Essential	– 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
Desirable	– Experience in the construction industry – Experience of managing a project and creating reports – Demonstrate an understanding of the T Level Qualification framework

The Perfect Person for us will demonstrate

Abilities	– Able to make decisions under pressure in emergency situations – Excellent communication skills - ability to communicate with a diverse range of people – Excellent telephone manner – Capable of working with minimum supervision – Able to work to high standards and stay calm under pressure – Willing and able to deal with difficult customers – Able to organise time – effectively with a varied workload.
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	– Ability to work accurately (attention_to_detail)
Job Circumstances	– Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- 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
- Participate constructively in college activities and to adopt a flexible approach to your work.
- 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

Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.

Shape Futures
Join Our Team.



Gloucestershire
Professional Services Ltd



Gloucestershire College

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