



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

About the Role – Employment Details

Post Number	A109
Job Title	Employment Coach
Salary	£26,218.54 - £28,088.30 (Actual £23,632.54 - £25,317.88)
Contract Type	37 hours per week, 40 weeks Term-Time Only
Campus	Gloucester
Department	Student Support
Reporting To	Student Support Manager
Holiday	Term Time Only

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting an **Employment Coach** to join the Student Support Team based on site at Gloucestershire College.

Work experience and the development of employability skills are key priorities for the College, and this role plays a central part in ensuring students have access to high-quality, well-organised placement opportunities. The primary purpose of the role is to **plan, administer and coordinate aspects of work experience activity**, ensuring an efficient and structured process for students, employers and curriculum teams.

This role has a strong administrative focus. You will be responsible for checking that work placements are suitable for students, maintaining accurate records, and ensuring compliance with College processes. You will also manage communication between all stakeholders, including students, employers, curriculum teams and support services, to ensure placements run smoothly and meet required standards.

Alongside administrative responsibilities, the Employment Coach will work with individual and small groups of students to help them prepare for and secure suitable placements. This includes supporting them with documentation, liaising with employers, and ensuring all health and safety and safeguarding requirements are met.

The role requires someone who is highly organised, proactive and confident managing multiple priorities at once. You will need strong communication skills, the ability to build positive relationships, and a commitment to providing a professional and coordinated approach to work experience across the College.





About the Role – Duties and Responsibilities

- Understand and respond to the needs of students when sourcing appropriate work experience opportunities.
- Coordinate and organise student work placements, ensuring all required documentation is completed accurately and in line with College procedures.
- Develop and maintain online materials, forms and resources to support students and meet internal reporting and compliance requirements.
- Work collaboratively with academic and student support teams to plan and deliver block placement weeks effectively.
- Support the sourcing and administration of T Level industry placements and contribute to the development of employability skills for T Level students.
- Assess students' suitability for their chosen work experience and provide support before, during and after their placement to ensure a smooth transition.
- Build and maintain strong relationships with employers to develop a diverse and sustainable bank of work placement opportunities.
- Record and monitor students' progress against their work experience goals using agreed tracking tools, ensuring data is accurate, timely and complete.
- Prioritise student safety by following the Health and Safety for Work Experience procedures and liaising with the Health and Safety team regarding placement suitability.
- Provide clear, timely and supportive communication to students, employers and College staff to ensure the work placement process runs smoothly.
- Develop existing placement provision and proactively expand the range and quality of work placement providers.
- Encourage and support students to take up part-time or progression opportunities that complement their full-time programme where appropriate.
- Produce and maintain statistical reports as required by the College and work closely with curriculum teams to ensure evidence and data meet audit and quality standards.

About the College – Our Expectations

- Take an active part in 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





About the You

Our Shortlisting Criteria

Essential	<p>Excellent communications skills working in a customer service environment.</p> <p>Experience of working with young people 16-18</p> <p>Willingness to undertake Equality and Diversity and Safeguarding training</p>
Desirable	<p>Relevant qualification at a minimum of NVQ Level 3 / A Level.</p> <p>GCSE English and Maths at grade C or above or equivalent or willingness to complete.</p> <p>Demonstration of ongoing CPD</p> <p>Experience in an FE Environment</p>

The Perfect Person for us will demonstrate

Abilities	<p>Team Player</p> <p>Time management skills</p> <p>Understanding of Health and Safety in the work place</p> <p>Business acumen</p> <p>Experience undertaking Health and Safety reviews.</p> <p>Understanding of Technical levels in FE.</p>
Job Circumstances	<p>Ability to travel between sites as required.</p> <p>Enhanced DBS check or willingness to complete</p>