

JOB DESCRIPTION

JOB TITLE:	Stakeholder Engagement Advisor
DEPARTMENT:	Business Services Unit (BSU)
RESPONSIBLE TO:	Head of Business Services and Commercial Training
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To act as an advisor to college departments on engagement with stakeholders. Including support with industry placements, work experience and other stakeholder events.

1. Main Tasks and Responsibilities

- To work with Heads of Department to deliver an employer work placement service for students who need support in securing a suitable industrial work placement opportunity related to their course.
- To work with Heads of Department to develop and maintain links with employers in all sectors to secure quality placement opportunities that meet the needs of all students participating in this activity.
- Drive proactive sales engagement with employers to secure meaningful placement opportunities that support college students.
- To engage and visit employers and other stakeholders to review placement opportunities to ensure appropriateness and to ensure employers understand the benefits and their responsibilities involved with offering placement opportunities.
- To work with Heads of Department and wider College stakeholders to deliver stakeholder engagement events. Such as knowledge exchange, Employers attendance to showcase and stakeholder presentations.
- To ensure all Health and Safety checks are scheduled, carried out and maintained by liaising with the appropriate staff responsible for this activity in accordance with contractual requirements.
- To deputise in the absence of the Senior Sector Engagement Advisor.

- To liaise with relevant staff across college to ensure agreed targets and reporting responsibilities associated with the objectives of the services are met.
- To plan and participate in the delivery of activities and events that promote placement opportunities to students and employers. (including outside of office hours)
- To update and maintain the electronic database of employers.
- Assist with the promotion of the service and current vacancies via internal and external literature.

2. General Duties

- Work to ensure implementation of the college's policies and procedures including Safeguarding/Equality and Diversity requirements.
- Participate in staff development activities
- Undertake such duties as may be required of you, commensurate with the post holder's grade and general level of responsibility at his/her initial place of work, or any other establishment for which the College provides services.

BENEFITS OF WORKING AT CHELMSFORD COLLEGE

Why work for us? We offer our staff the following:

Work Benefits

- Generous annual leave entitlement - 50 days for academic staff
- Special Leave provisions
- Work From Home:
 - Academic: 20 days per year
 - Business Support: Agreed with Line Manager
- Recognised trade unions
- Positive about disabled staff employees
- Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant
- Flexible working arrangements
- Excellent access to the College by public transport
- Staff Recognition Awards
- Long Service Awards
- Free car parking on both sites
- Opportunities for business support staff to buy additional annual leave
- Subsidised Cafes and restaurants: our sites include coffee shops, refectories and a commercial restaurant.
- Monthly staff voice meetings

Health Benefits

- Mindful employer
- Free use of on-site gym
- Free annual eye tests for eligible staff
- AOC Mental Health Charter
- Access to 24-hour confidential advice and helpline
- Occupational health support
- Annual Wellfest

- Annual Health & Wellbeing week
- Extensive programme of wellbeing activities

Financial Benefits

- Competitive salary
- Free teacher training
- Pension schemes with the LGPS and with the Teachers' Pension Scheme. Employer contribution rate of 21.1% and 23.6% respectively.
- Staff discounts with local retailers
- Staff discount at the on-site nursery
- Discounts on hair appointments/treatments in our on-site hair and beauty salon - The Princes Salon

Professional Development Benefits

- Excellent professional development opportunities - including 10 professional development days each year
- Back to Floor Days 1.5 days per year
- Free membership to on-site library/learning centres