

Job Description

Role Title	Stakeholder Engagement Manager
Department	Stakeholder Engagement
Working Location	Chelmsford College Premises
Line Manager	Director Innovation and Partnership/Director of Princes Road Campus
Designated Staff / Department	• Senior Stakeholder Engagement Adviser • Stakeholder Engagement Advisers
FTE	1FTE
Hours / Weeks Required	37 hours / 52 weeks
Pay Scale	BS2 £41,905.00

Role Summary

This post will lead stakeholder engagement activity across the College, working across both campuses to build and strengthen partnerships with employers, industry representatives, and community organisations. Working collaboratively with curriculum and support teams, the Manager will support the co-design and co-delivery of stakeholder engagement initiatives that enhance learner opportunities, employer involvement, and community impact.

This role is central to supporting our learners to secure high-quality work placements that align with their course requirements and future career aspirations. The post holder will develop strong, productive relationships with employers across a wide range of sectors, ensuring placement opportunities are appropriate, safe and beneficial for both learners and organisations.

Working collaboratively with colleagues across the College the Manager will ensure that placement activities meet the required standards and are compliant with health and safety and safeguarding policies and procedures. This position requires strong organisational skills, proactive communication, and a commitment to providing high standards of customer service supporting students progression into industry.

1: Key Responsibilities

- 1.1 To manage the planning, development and delivery of all work placements (Study Programme work experience, T-level Industry Placements, HTQ placements and SWAP work experience) for all students ensuring alignment with curriculum needs, industry expectations and college priorities.
- 1.2 To lead on the support to curriculum teams on stakeholder co-design, co-development and co-delivery and lead on the stakeholder engagement through Industry Boards and Curriculum Validation Panels

- 1.3 Develop and implement a stakeholder engagement strategy that secures a sustainable pipeline of high-quality placement opportunities across a broad range of sectors.
- 1.4 Monitor service performance, and operational targets, and produce regular reports for Senior Leadership team, identifying risks, trends and opportunities for improvement.
- 1.5 Build, maintain, and expand strategic partnerships with employers, industry bodies, and external stakeholders to support placement growth and innovation. Engage with employers and conduct visits as may be required.
- 1.6 To lead on strategies to embed the SkillsBuilder Essential Skills Framework into all aspects of work placement activity to promote and develop 'work-readiness' with students.
- 1.7 Oversee the assessment and approval of placement opportunities, ensuring sustainability, relevance, and compliance with college regulatory requirements including health & safety and safeguarding.
- 1.8 Provide guidance to employers on their responsibilities, expectations and the benefits of engaging with the College's students and work / industry placements.
- 1.9 Represent the College at networking events, employer forums, promotional activities to raise the profile of the College and work placements with the benefit of our student's participation.

Proactively participate in meetings you are required to attend and organise relevant meetings with your team and colleagues as required to enable you to deliver in this role.

1. Safeguarding Management:

Take responsibility for ensuring the safeguarding and wellbeing of our learners whilst on work placement, coordinating with the employer, the learner, the college safeguarding and wellbeing team, and health and safety department.

3.0 Line Management

Lead the day-to day delivery of the SEA team, ensuring consistency and student focussed
 Provide leadership and coaching to designated staff fostering a culture of professionalism.
 Maintain effective communications with colleagues in relation to people matters.
 Lead improvements in the department processes to enhance efficiency and timely access to work experience for learners.

2. Quality Assurance:

Lead on quality assurance processes to ensure placements meet required standards, compliance with review requirements and deliver positive outcomes for students and employers.

4.0 Wellbeing & Culture

Take action to manage the health and wellbeing of staff and learners in line with college strategies and initiatives promoting positive work-life balance.

5.0 Legal Framework and Other Compliance:

Ensure compliance with legislation and statutory regulations, and compliance with awarding body regulations and criteria.

Ensure that all work placements meet health & safety, safeguarding and any other requirements coordinating with the employer, the students and colleagues within specialist teams.

Maintain oversight of risk assessments, audits, documentation, ensuring timely completion and accurate record keeping.

6.0 Data analytics:

Maintain accurate records (using Grofar and other systems) and information and produce data analytics on areas of responsibility to identify trends, monitor data and use data insights to inform strategic planning, identify gaps and drive continuous improvements.

3. College Initiatives:

Contribute to College initiatives and projects as directed.

4. Personal Development:

Undertake CPD activities, maintain legal knowledge, participate in all College mandatory training, attend relevant internal and external CPD events.

5. College Policies and Procedures:

Contribute to developing and updating relevant policies and procedures. Familiarise yourself and ensure the team are aware of all relevant College policies and procedures and that they are fully compliant.

6. Equality & Inclusion:

Lead on creating and promoting a positive and inclusive ethos that challenges discrimination and promotes fairness, respect, equality, and inclusivity. Ensure that the service operates in line with statutory guidance, funding rules, and internal policies including equality, diversity and inclusion.

7.0 To undertake other duties as may be commensurate with this role and as directed by the Senior Leadership team members.

**This role is subject to an Enhanced Disclosure and Barring Service Check.
This role specification is subject to change and therefore is not contractual.**