



Job Description

Job Title

Employment and Progression Coordinator - Adult Skills Provision

Department

BSU

Reports To

Head of Apprenticeships and Adult Skills

Location

Chelmsford College Skills Hub

Job Purpose

The Employment and Progression Coordinator will support adult learners to successfully progress into employment, apprenticeships or further learning, whilst developing positive relationships with local employers and stakeholders, such as Job Centre Plus, to create meaningful employment and progression opportunities.

Based at the new Chelmsford College Skills Hub, the postholder will work closely with curriculum and employability teams to ensure that adult skills provision is responsive to local labour market and employer needs and that learners are appropriately prepared for recruitment and employment.

The role will combine learner progression, employability support, employer engagement and careers information, advice and guidance, with a particular focus on supporting the positive outcomes associated with SWAPs, Skills Bootcamps and other adult skills programmes.

The postholder will help establish the Skills Hub as a community-based centre focused not simply on delivering courses, but on helping adults develop their skills, build confidence and progress into sustainable employment and further opportunities.

Key Responsibilities

Employer Engagement

A key responsibility of this role will be to develop and maintain positive relationships with local employers, JCP and other stakeholders.

The postholder will:

- Proactively approach local employers to develop relationships and identify opportunities for learners.
- Build a network of employers who are willing to engage with the Skills Hub.
- Identify current and emerging recruitment needs.
- Identify vacancies and employment opportunities suitable for Skills Hub learners.

- Encourage employers to participate in recruitment events, talks, mock interviews and industry insight sessions.
- Support employers to understand the range of training and skills provision available through Chelmsford College.
- Develop relationships that support learner progression and employment outcomes.
- Gather employer feedback on learner skills, knowledge and preparedness for work.
- Share employer feedback with curriculum teams to support continuous improvement.

The postholder should be confident approaching employers and representing Chelmsford College professionally, building relationships with organisations that may have had little or no previous engagement with the College.

Curriculum Development and Employer Responsiveness

The postholder will act as an important link between learners, employers and curriculum teams.

They will:

- Share labour market and employer intelligence with curriculum colleagues.
- Identify skills gaps and emerging employment opportunities.
- Support curriculum teams to understand employer recruitment requirements.
- Contribute to the development of new adult skills programmes.
- Encourage employers to contribute to curriculum design and delivery.
- Support the development of employer-informed activities and resources.
- Ensure progression and employment opportunities are considered when programmes are developed, rather than only at the end of a course.

SWAPs and Skills Bootcamps

The postholder will provide dedicated employment and progression support for SWAPs, Skills Bootcamps and other employment-focused programmes.

This will include:

- Supporting learners to understand the employment opportunities associated with their programme.
- Liaising with employers involved in recruitment activity.
- Supporting learners to prepare for employer interviews.
- Coordinating recruitment events and employer engagement activities.
- Supporting tutors to ensure learners are appropriately prepared for employment.
- Maintaining appropriate records and evidence of progression activity.
- Supporting the achievement of positive learner destinations.

- Working with colleagues to identify and resolve barriers that may prevent learners progressing into employment.

Learner Employment and Progression

- Support adult learners to identify and achieve their employment, career and progression goals.
- Provide appropriate information relating to employment, apprenticeships, further learning and career opportunities.
- Help learners identify their skills, strengths, experience and areas for development.
- Support learners to understand realistic career pathways and local employment opportunities.
- Work with learners to develop appropriate progression plans.
- Identify barriers to employment and signpost learners to appropriate support services.
- Support learners to develop confidence, resilience and workplace behaviours.
- Identify suitable vacancies, recruitment opportunities and progression routes for learners.
- Support learners to progress into sustainable employment, apprenticeships or further learning.
- Maintain accurate records of learner guidance, support and progression activity.

Employability and Recruitment Support

Working closely with the Adult Skills and Employability Tutor and other curriculum colleagues, the postholder will support learners to become confident and job-ready.

This will include:

- Supporting CV development and job applications.
- Preparing learners for interviews and recruitment processes.
- Supporting learners to understand employer expectations and workplace behaviours.
- Providing individual and group employability support.
- Organising mock interviews and recruitment preparation activities.
- Supporting learners to prepare for employer interviews.
- Helping learners understand and articulate their transferable skills.
- Supporting learners to develop confidence when engaging with employers.
- Contributing to employability sessions and programme activities where appropriate.

Learner Support and Welfare

- Develop positive and supportive relationships with adult learners.
- Provide a welcoming and inclusive service to learners from a wide range of backgrounds.
- Recognise when learners may require additional support.
- Signpost learners to appropriate College or external support services.
- Recognise and appropriately report safeguarding, welfare or other concerns.
- Maintain confidentiality and professional boundaries.
- Contribute to creating a safe and supportive environment within the Skills Hub.

Administration and Quality

- Maintain accurate learner and employer records.
- Record learner guidance, engagement and progression activity in accordance with College requirements.
- Maintain appropriate evidence to support funded programme requirements.
- Contribute to monitoring learner destinations and outcomes.
- Support the preparation of reports and performance information.
- Participate in quality assurance and continuous improvement activity.

Ensure all activities comply with College policies and relevant funding requirement