

PERSON SPECIFICATION

Job Title: Stakeholder Engagement Manager

Department: Business Services

Information for candidates:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Criteria	Essential ✓	Desirable ✓
Skills and Abilities		
Excellent relationship-building and stakeholder engagement skills, with the ability to develop productive partnerships with employers, industry bodies and external organisations.	✓	
Effective presentation and networking skills, representing the College professionally at employer and stakeholder events.	✓	
Strong leadership and people management skills, with the ability to motivate, coach and develop staff.	✓	
Strong communication and influencing skills, with the confidence to engage with a wide range of stakeholders at all levels.	✓	
Ability to develop and implement strategic employer engagement and work placement plans.	✓	
Ability to analyse performance data, identify trends, risks and opportunities, and produce reports for senior leaders.	✓	
Knowledge and application of safeguarding, health and safety, quality assurance and	✓	

compliance requirements relating to work placements.		
Experience		
Significant experience in managing work placements, employability, employer engagement, or partnership programmes within the education or training sector.	√	
Experience of supporting learners through work placements or employability initiatives.	√	
Experience of leading and developing teams, including performance management, coaching and mentoring staff.	√	
Experience of working collaboratively with curriculum teams to support programme delivery and enhancement.		√
Experience of quality assurance and continuous improvement within an educational or training sector.	√	
Experience of ensuring compliance with safeguarding, health and safety and regulatory requirements.		√
Education / Qualification		
Educated to degree level or equivalent professional experience.	√	
Evidence of continuing professional development relevant to employer engagement, work placements, education, leadership or management.		√
Safeguarding training or relevant safeguarding qualification.		√
Health and Safety qualification or training relevant to workplace learning.		√
Other		
IT Competent	√	

Have good organisational and timekeeping skills.	√	
Strong professional integrity, resilience and accountability.	√	
Candidates will take responsibility for safeguarding and will therefore be suitable to work with vulnerable adults.	√	
Candidates must have full UK driving license (no endorsements) with own vehicle and able to drive to visit employers and those we aim to place/have placed in employment/on placements.	√	