

## **Person Specification – Employment and Progression Coordinator**

### **Qualifications**

#### **Essential**

- Level 3 qualification or equivalent experience in employment, employability, careers, education, business engagement or a related area.
- GCSE English and Mathematics at Grade C/4 or above, or equivalent.
- Evidence of relevant continuing professional development.

#### **Desirable**

- Experience of working in a customer-facing environment.
- Experience of managing multiple priorities and competing deadlines.
- Experience of supporting learners, customers or service users.
- Experience of maintaining accurate records and administrative systems.

#### **Essential Experience**

- Experience of supporting individuals towards employment, education, training or career progression.
- Experience of working with employers, businesses or external organisations.
- Experience of building and maintaining positive professional relationships.
- Experience of providing advice, guidance, coaching or practical support to individuals.
- Experience of working with people from diverse backgrounds and with different needs.
- Experience of organising or supporting recruitment, employability or progression activities.
- Experience of maintaining accurate records and managing confidential information.

#### **Desirable Experience**

- Experience of working within Further Education, adult learning or employability provision.
- Experience of supporting SWAPs, Skills Bootcamps or other funded adult skills provision.
- Experience of employer engagement within an education or training environment.
- Knowledge of local labour market information and employment opportunities.
- Experience of working with adults who face barriers to employment.

#### **Skills and Knowledge**

The successful candidate will have:

- Excellent communication and interpersonal skills.
- Confidence approaching and engaging employers.
- The ability to build rapport quickly with learners and employers.
- Strong networking and relationship-building skills.
- Excellent organisational and administrative skills.
- Good understanding of employability and recruitment processes.
- Ability to motivate and encourage adult learners.
- Ability to provide appropriate advice and guidance whilst recognising professional boundaries.
- Good digital skills and confidence using IT systems.
- Ability to work independently and use initiative.
- Ability to manage competing priorities and meet deadlines.
- Understanding of safeguarding, equality, diversity and confidentiality.
- An awareness of the importance of accurate evidence and record keeping within funded provision.

### **Personal Attributes**

We are looking for someone who is:

- Proactive: willing to pick up the phone, approach employers and create opportunities rather than waiting for them to come to us.
- Relationship-focused: able to build genuine and productive relationships with learners, employers and colleagues.
- Positive and encouraging: able to build confidence and raise aspirations in adult learners.
- Empathetic: understands that learners may have different barriers, circumstances and starting points.
- Confident: comfortable representing the College and speaking with employers and external organisations.
- Organised: able to manage a varied workload and keep accurate records.
- Solution-focused: looks for ways to overcome barriers and make things happen.
- Resilient: able to work effectively in a busy and sometimes challenging environment.
- Collaborative: works effectively with tutors, curriculum teams and College support services.
- Committed to positive outcomes: passionate about helping adults progress into employment and achieve their goals.

