



Job Description

Job Title	Project Officer, Work Experience team
Reports to	Contracts & Work Related Learning Manager
Responsible to	Chief Executive Officer

To work as part of EBP in the Work Experience team to:

1. Liaise with schools, colleges, businesses and colleagues to deliver the work experience programme.
2. Take responsibility for specific schools/college projects and areas of work with support as agreed with the Contracts & WRL Manager.
3. Carry out pre-placement checks with companies prior to students commencing work experience placements, flagging up necessary issues e.g. DBS checks/concerns etc.
4. Deal with issues that may occur as a result of work experience placements e.g. accidents, incidents, etc. with support from colleagues where required.
5. Work directly with students – e.g. interviewing prior to placing.
6. Administrative tasks as part of the work experience process.
7. Contact and work with local employers to increase the number of work experience opportunities available.
8. Develop content as required for virtual work experience events.
9. Carry out all aspects of event/workshop booking for virtual work experience.
10. Lead workshop/activity delivery to student groups of a variety of ages whether face-to-face or virtually
11. Work with team members and EBP staff to develop strategies to ensure the ongoing success of the company, and to review and improve the services of the EBP.
12. Attend meetings and EBP events as required.

13. Maintain the integrity of the company at all times to ensure it is not brought into disrepute.

14. Other ad hoc duties as required.

Person Specification

Experience

Experience of building and maintaining effective working relationships with a wide range of people	Essential
Experience of working in a customer focused environment	Essential
Experience of working with young people	Desirable
Experienced in managing successful events	Desirable

Skills

Good computer/ICT skills (including video conferencing)	Essential
Strong written and verbal communication skills	Essential
Strong organisational skills/the ability to multi task and work on different projects at the same time	Essential
Good attention to detail	Essential
Time management skills, ability to prioritise	Essential

Attitude

Flexible and committed approach	Essential
Strong team working ethic	Essential

General

Strong interest in working with young people to improve their chances in life, school and ultimately the workplace	Essential
Full clean driving licence	Essential

Geographical knowledge of West Berkshire and surrounding areas	Desirable
IOSH Managing Safely	Desirable

Terms of Contract:

Hours: Part-time, 35 hours per week during West Berkshire state school term time.

Salary: £11.82 per hour.

Location: Shaw House, Newbury RG14 2DR

This role is office/ home based (due to COVID-19) but will require regular travel mainly within West Berkshire for meetings and events.

DBS Check: The successful candidate will be subject to a Disclosure & Barring Service (DBS) check and relevant employment checks prior to commencement in the role.