

Job Description

Job Title:	Work Related Learning Adviser
Group:	UK
Dept/Project/Service:	Inspiring Careers Programme INSERT
Reports to:	Operations Manager
Usual office base:	EDT office determined by contract
Grade:	Careers Grade 4

Job Purpose:

Our Work-Related Learning (WRL) department are responsible for commercial contracts delivering employer related services to educational establishments. The WRL Adviser will work with the Operations Manager to administer, carry out and develop work related learning services including the project management and delivery of individual contracts, marketing development, contributing to the development of operational plans.

Job Objectives:

1. Develop new business in line with target requirements (each Adviser has a percentage of department target).
2. Project manage multiple school projects/contracts to successfully source, match and place students in accordance with agreed service delivery plan.
3. Engagement with Education Institutions and support for careers leaders and teachers.
4. Administer and update database to ensure student/employer records are accurate.
5. Prepare employers to provide inclusive work experience placements and undertake health and safety checks, risk assessment and suitability of placements for young people.
6. Provide planned activities against the delivery plan, including preparing individual students for work experience placements and preparing and delivering briefing sessions for students and teachers.

7. Produce impact reports at end of each project and provide recommendations for schools.
8. Directly engage with employers and schools to promote the work related learning service.
9. Prepare and deliver briefing sessions for employers and students.
10. Adhere to WRL Quality Framework and Programme Guidance striving for continuous improvement in service delivery.
11. Be responsible for adhering to both local and corporate safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and Prevent training.

Person Specification:

Knowledge

Essential:

- RT Minimum of 5 GCSE Grade C or above (or equivalent) - including English and Maths
- Understanding of school curriculum
- Understanding of project management tools and techniques

Desirable:

- IAG qualification
- IOSH qualification
- Understanding of employment legislation for young people and qualification routes

Experience

Essential:

- Working in a client facing role
- Managing small scale projects
- Experience of working on multiple projects and tasks

Desirable:

- IAG qualification
- Experience working with either school or employer engagement activities
- Working with databases and producing reports

Skills

Essential:

- Business generation to enable monetary targets are met
- Effective communication skills including written, verbal and presentational
- Able to relate to a wide range of people and organisations
- Excellent organisational skills, including prioritisation of own work
- Excellent IT skills including all Microsoft Office software
- Ability to work collaboratively as part of a team
- Ability to apply a flexible approach to work activities, including travel as required to meet business objectives
- Display an open mind and positive attitude to work and colleagues

Our Values



EDT is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT also participates in the Inter Agency Misconduct Disclosure Scheme, and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.