

Job title	<i>Employability Coordinator</i>
Salary	<i>£25,000- £29,000 per annum</i>
Contract	<i>Permanent</i>
Main Work location	<i>City Gateway Head Office, The Pavilion E14 2BE</i>
Hours of work	<i>35 hours a week (excluding unpaid breaks)</i>
Reports to	<i>Employability & Apprenticeships Manager</i>
Benefits	<i>7% Employer pension contribution after 3 months 25 days annual leave (increasing 1 day per year up to 30 days) + bank holidays Season ticket loan</i>

Job purpose

The Employability coordinator will be responsible for delivery of all employability aspects across youth programmes, this includes Traineeships and Apprenticeships and Functional Skills ICT. They will be responsible for planning and delivering high quality training provision, equipping trainees to thrive in the workplace. The Employability coordinator must enjoy teaching, be committed to ensuring that young people are work ready and have a passion to see young people succeed. They will also be responsible for coordinating the day to day delivery and smooth running of the traineeship programme.

They must be able to work with hard to reach learners. They will work effectively with other tutors, coaches, managers and employers to plan effective interventions to ensure learners achieve and positively progress. They will also be flexible to deliver a curriculum offer which will change in light of opportunities secured by the business development and employer management team.

Duties and responsibilities

Traineeships

- Organise assessment days for learners to access the Traineeship for learner recruitment
- Maintain high standards for learners on the Traineeship programme and ensure learners meet the work ready criteria
- Co-ordinate placement assessment days, external trips and events during placement
- Match learners to work experience opportunities based on knowledge of learners' prior knowledge, skills, experience and aspirations, as well as fit with employer partners line managers
- Work with Relationship Manager to ensure Traineeship placements are of the highest quality and run smoothly, implementing changes where needed.
- Liaise with employer partner and line managers regarding learner progress and areas for development, including handling any specific performance, attendance and attitude concerns
- Support with learner exit interviews, learner celebration events and gather references
- Regular, timely and accurate reporting on project outcomes, including attendance, punctuality, placement success key performance indicators and positive progression rates
- Co-ordinate receipt and distribution of learner expenses for travel and lunch and liaise with local Job Centre Plus' to evidence learner attendance
- Gatekeeper for learners progressing from Traineeships and overseeing the progression process into the Apply pool.
- Plan for the long-term development of City Gateway traineeships, including management of City Gateway's partnership with IBM; and entry into other traineeship partnerships.

Teaching

- Prepare schemes of work and lesson plans for Apprenticeships 20% Off the Job, Traineeships, employability and Functional Skills ICT, including appropriate differentiation
- Deliver sessions according to the high quality standards set for the course and qualification standards, considering session evaluation and improvements
- Teach according to the quality standards set for the course
- Liaising with departments to set up external visitors, events, trips and coordinate launches and course starts.
- Managing the administration of trips and visits and accompanying learners.
- Assess according to formal guidelines and to internal verification standards
- Manage learner behaviour in the training room, on work experience and other external events by establishing and maintaining learner code of conduct
- Manage attendance and retention for specified groups of learners through rigorous application of relevant policies and procedures.
- Deliver sessions at corporate partner’s offices and help to build relationships with our corporate partners.
- Responsible for maintaining accurate and complete tutor records, all tracking, and monitoring of learner progress and development to ensure high accreditation pass rates and good retention.
- Other duties as are within the scope, spirit and purpose of the job as requested by the Line Manager or Head of Department - To include but not exclusive to attending training, traveling to and participating in meetings with corporate partners, covering for occasional staff absence, participating in course review and evaluation, and internal and external quality assurance processes.

Working conditions

DBS Check:

This role requires the successful candidate to complete a Disclosure Barring Service (DBS) check in compliance with City Gateway’s DBS & Risk Assessment Policy.

Equality and Diversity

City Gateway is committed to equality and valuing diversity. We welcome enquiries from everyone and value diversity in our workforce.

Direct reports

N/A

Approved by Director:	<i>Signature of Executive Director responsible for area</i>	Date:
Approved by HR:		Date:

Person Specification

Attribute	Essential	Desirable
Education/ Qualification	<ul style="list-style-type: none"> ● PTLLS/DTLLS teaching qualification 	<ul style="list-style-type: none"> ● CAVA/ IQA/ A1
Proven Experience	<ul style="list-style-type: none"> ● Securing high levels of attendance, punctuality, retention and qualification achievements with young people 	<ul style="list-style-type: none"> ● Experience of teaching, work based learning and English Functional Skills
Skills & Abilities	<ul style="list-style-type: none"> ● Ability to relate well to young people and advise them effectively. ● Ability to motivate and inspire young people to learn and achieve in the workplace. ● Ability to plan assessment in order to meet accredited outcomes. ● Ability to give informed feedback and coaching. ● Strong organisational skills. ● Ability to manage projects to ensure KPIs are met. 	<ul style="list-style-type: none"> ● Ability to manage others.
Personal Qualities	<ul style="list-style-type: none"> ● Able to support, promote and encourage City Gateway's Christian ethos, mission and values ● Self-motivated, with strong time-management skills. ● Able to see the potential in young people. ● Resourceful and able to think clearly under pressure. ● Passion to see young people succeed in the workplace. ● Shares City Gateway's values and method, and commitment to City Gateway's vision. ● Able to actively support, promote and encourage City Gateway's Christian ethos, mission and values. 	