

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Education Business Partnership Programme Coordinator	Grade:	SC6
Reports to (Designation):	Education Business Partnership Manager	Grade:	PO3
Directorate:	Children & Young People	Department:	Access, Inclusion and Participation

Main Purpose of the job:

To coordinate advanced administrative functions in relation to the Lewisham Education Business Partnership in order to support the effective and efficient delivery of Council services.

To support the Education Business Partnership Manager in the engagement of employers for work related learning activities for students aged 14-19 including work experience and careers information, advice and guidance.

To deputise for the Education Business Partnership when necessary.

Summary of Responsibilities and Personal Duties:

1. Support the Education Business Partnership Manager in:
 - planning and coordinating the delivery of work experience placements and work related learning activities.
 - developing effective policies and procedures to achieve targets and meet national quality standards.¹
 - managing the development of new provision to meet the specific needs of the most vulnerable students.
 - Raise Purchase Orders (PO's) and process invoices and be responsible for authenticating invoices and payments in accordance with the Council's financial procedures and regulations.
 - Project manage the delivery of the school's annual work experience report ensuring that every school within the WEX programme has a copy of the report within two weeks of the placements end dates.
 - Delivering briefing sessions and or assemblies to groups of 20 – 200 students for a range of employability framework activities.
 - Overseeing the management systems that ensure that health & safety visiting and revisiting programmes are met
2. Supervise the work of the Education Business Partnership staff on a daily basis.
3. Deputise for the Education Business Partnership Manager in regard to meetings at schools, colleges, PRU's and special schools.
4. Responsible for operating the employer engagement database, providing database reports or other information when requested by management or other interested parties in support of invoicing and service delivery
5. Identify and source work employer engagement opportunities, including Apprenticeships, from an existing employer database.
6. Undertake canvassing of new and existing employers via mailshot and telephone as directed.

7. Make employer visits to both new and existing employers both in Lewisham and within the M25 area, to promote the service and undertake risk work experience placement visits. Undertake IOSH Health and Safety training to carry pre placement checks with regards to health & safety.
8. Oversee the management systems that ensure that health & safety visiting and revisiting programmes are met.
9. Responsible for ensuring that all relevant paperwork is distributed to schools and employers.
10. Liaise with a range of partners including schools (including Special Educational Needs), employers, voluntary/community sector, charities and local authority officers regarding the provision of work related learning and Apprenticeship.
11. Report regularly on progress made towards Education Business Partnership targets.
12. Attend Team and other meetings and events when required, including parents evenings offering information on work experience to parents and students.
13. Interview students on an individual basis for work experience where necessary.
14. Support the Education Business Partnership Manager when visiting schools for the briefing and debriefing of students (eg to hand out literature and assist with completion of forms).
15. Support the Education Business Partnership Manager when delivering activities in schools (this will include Employability Days, Careers Fairs, Business Challenges, Enterprise Days and other bespoke activities as necessary).
16. Match student requests for work experience places with available placements where necessary.
17. Deal with telephone enquiries about work related learning, explaining the aims and objectives of our programmes and administration arrangements to employers, parents and others.
18. Maintain both paper and computerised records.
19. Work to develop and implement a paperless Education Business Partnership strategy.
20. Undertake any other duties as commensurate with the post.
21. Manage the running of office activities in the absence of the manager.
22. Undertake all duties with due regard to the Council's Health and Safety and Equal Opportunity policies and core values.
23. All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.
24. Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Other Duties

1. Ensure that highly sensitive information is dealt with appropriately and the services is delivered in accordance with the principles of the Data Protection Act 1998
2. Work flexibly across the business support service to provide cover for other officers as required.

Internal Contacts: These include

External Contacts: This will include

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.
Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE
CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	Grade	No of posts
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Number of partially managed staff:

Title:	Grade	No of posts
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PERSONAL SPECIFICATION

Designation:	Education Business Partnership Programme Coordinator	Grade:	SC6
Reports to (Designation):	Education Business Partnership Manager	Grade:	PO3
Directorate:	Children & Young People	Department:	Access, Inclusion and Participation

Note to candidates

The Personal Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process.

Those categories marked with ‘S’ will be used specifically for the purpose of shortlisting.

Use real examples of where and how in your career you have demonstrated the skills, experience, and aptitude required for the post.

Please make sure your person specification is no more than two sides of A4 (approximately 600 words in total).

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities	1. Commitment to implement London Borough of Lewisham’s Equal Opportunity policies.	S
	2. Awareness of Equal Opportunities issues.	S
Knowledge	3. Understanding of the services provided by the local authority.	
Aptitude	4. Ability to negotiate effectively with a range of partners.	S
	5. Willingness to engage in research activities to find placements.	
	6. Ability to use own initiative and work independently.	S
	7. Ability to work in a busy environment with conflicting deadlines.	S
Skills	8. Excellent IT skills (Microsoft). Familiar with the use of databases to store and retrieve information, Surveys and QR codes.	S
	9. Good all round communication skills (In particular an excellent telephone manner).	S
	10. Good organisational skills.	
	11. Good presentation skills to a range of audiences.	T
Experience	12. Experience of working in a team setting (In work, college or school).	S
	13. Experience of working with young people.	
	14. Experience of undertaking pre placement checks to work experience and vocational placements	
	15. Experience of giving presentations to a range of audience	S
General Education	16. Must be literate and numerate.	T
Personal Qualities	17. Enthusiasm.	
	18. Flexible to meet the demands of the service.	
Circumstances	19. Must be willing and able to travel around both Lewisham and London to attend meetings.	

Physical	20. Must meet London Borough of Lewisham requirements for this post.	
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DBS Disclosure Required **Basic** ☐ **Standard** ☐ **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)