

Job Description

Job Title	Work Placement Coordinator
Main Purpose	The Work Placement Coordinator will play a pivotal role in facilitating high-quality work placements for learners on college programmes. They will work closely with educational institutions, industry partners, and learners to ensure successful placement experiences. The Coordinator will also be responsible for developing, managing, and maintaining relationships with employers, overseeing the placement process, and providing support to both learners and employers throughout the placement period.
Line Manager	Business Development Manager
Date Job Description Agreed	5 th August 2026

MAIN DUTIES

To be responsible for:

1. Identifying and engaging with potential employers to secure meaningful work placements;
2. Building and maintaining strong relationships with a diverse range of industry partners;
3. Working with Curriculum Teams to match learners' skills and interests with suitable placement opportunities;
4. Coordinating the learner placement process, including employer placement inductions, scheduling, monitoring, and maintaining accurate records of learner placements. Conducting site visits to ensure compliance with health and safety regulations and educational objectives;
5. Generating reports on learner progress and employer feedback for programme improvement;
6. Ensuring all relevant paperwork, including legal and regulatory documentation, is completed accurately and in a timely manner;
7. Monitor and promote work placement grant funding opportunities, supporting employers through the application process and ensuring compliance with funding requirements and record-keeping procedures;
8. Keeping updated on industry trends, regulations, and best practices related to work placements and T-Level programmes.

Other duties

1. use those I.T. packages and systems available for the rapid and efficient completion of job tasks;
2. safeguard and promote the welfare of children, young people and vulnerable adults;
3. ensure that safe working practices are adopted in compliance with relevant health and safety regulations;

4. demonstrate commitment to the principles of equality of opportunity and treatment, and comply with the requirements of relevant equal opportunities legislation;
5. attend and contribute to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;
6. participate in performance management procedures.

Undertaking such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification

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Attributes	Essential	Desirable
Qualifications	• 5 GCSE Grade C or above including maths and English or equivalent	• IAG qualification • a basic Health & Safety qualification
Experience	• a proven track record in employer engagement in relation to creating opportunities for young learners • prospecting to develop new business in a work based learning environment	
Skills and abilities	• to communicate clearly and effectively, with a wide range of personnel • ability to thrive in a business development environment using both prospecting and face to face negotiating • to work under pressure, meeting agreed targets and deadlines • to form positive professional relationships with customers and colleagues and to work effectively as a member of a team to share	

	information to ensure the best opportunity for both employers and learners • to be persuasive and diplomatic	
Knowledge and understanding	• knowledge of full time programmes for young learners • knowledge and understanding of issues relating to work experience placements • of the concept of continuous quality improvement • computer literate	• knowledge of the reforms to technical education
Personal qualities	• self-motivated, proactive and committed to achieving performance targets • a positive, business-like approach to work including a readiness to work flexibly • well-organised, enthusiastic and confident	
Other requirements	• a credible personal presence • ambition, initiative and reliability • full UK driving licence and access to a vehicle for business use (or access to equivalent mobility)	