

Job Information Pack - Careers & Employment Coach



Thank you for your interest in working at
Bridgend College.

We hope the information in this pack is
both informative and inspirational to you.

Should you have any queries we would be
happy to help. Please contact us at:

jobs@bridgend.ac.uk

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Our values

Be all that you can be.

We believe that every person has a chance to be the best they can be for themselves and the best they can be for others.

Bridgend College offers you the opportunity to truly achieve excellence.



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Diversity, Inclusion & Safeguarding

Equality, Diversity & Inclusion

We are committed to improving representation from all sections of the community and promoting equality of opportunity. We welcome applicants from all backgrounds and communities and in particular, those that are currently under-represented in our workforce, including but not limited to, Black, Asian and ethnic minority candidates, candidates with disabilities, female candidates in STEM, and Welsh speakers. We also seek to support the employment of armed forces.

We Are Disability Confident

We are recognised as a [Disability Confident Leader](#).

We provide a fully inclusive and accessible recruitment process to help us recruit and retain those with disabilities and health conditions to fulfill their potential and realise their aspirations.

We guarantee to interview anyone with a disability if their application meets the essential criteria for the post.

Safer Recruitment

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Bridgend College is committed to safeguarding and promoting the welfare of all students.

Our HR team and Recruiting Managers have undertaken [NSPCC safer recruitment](#) training and we follow safer recruitment processes and procedures.

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Organisational Overview

Business Support

Learning Support, Cyfleoedd, Student Services and Wellbeing, Learner Journey, IT, Finance, MIS & Registry, HR, Health, Safety & Sustainability, Marketing, Estates, Catering, Administration

Engage

Commercial Training, Community College, Part Time Courses



Day Nursery & Playscheme

Local Nursery for childcare in Bridgend. Open 7am – 6pm Monday to Friday for children aged 6 weeks to 5 years.



Curriculum

Land Based, Care and Childhood Studies, Science and Engineering, Construction, Creative Arts, Sport, Public Services, Education, Services to People, IT, Skills, ILS

Work Based Learning

Apprenticeships, NVQs in the workplace, ESF Projects

Weston House

A Registered Care Home for Younger Adults regulated by the Care Inspectorate Wales (CIW)



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Careers & Employment Coach

Salary scale 4/5: £22,938- £28,343 per annum
Full Time, Fixed Term Until 30th September 2023

Bridgend College recognises its responsibility to ensure the safety and wellbeing of all students. We apply a rigorous process of checking the suitability of staff and volunteers to work with children and vulnerable adults.

This post is subject to a satisfactory Enhanced DBS disclosure for child and adult workforce and registration as a FE Learning Support Worker with the Education Workforce Council.

As a term of your employment you may be required to undertake such other duties on college sites or elsewhere as may reasonably be required of you commensurate with your grade/level in the college. This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

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Job description for Careers and Employment Coach

Job Purpose: Provide impartial careers information, advice and guidance sessions to students and clients on other external projects e.g. JGW+
Develop and enhance opportunities for all students to engage in careers education and guidance (CEG) via workshops, drop-in sessions, pre-booked 1:1 appointment and group delivery.

Main Duties:

- Provide impartial careers information, advice and guidance sessions to students and clients on other external projects e.g. JGW+
- Caseload clients on external projects to ensure their continued development and progression.
- Liaise with employers who are interested in or actively engaging with external projects.
- Carry out administrative tasks for Government projects where required.
- Assist students with key progression and careers tasks, including UCAS personal statements, UCAS applications, CV creation, personal skills development, job applications, interview techniques and employment searches.
- Develop and maintain careers and employment resources including cross-college careers and progression communication and events.
- Lead the college 'Opportunities Shop' – linking with and providing opportunities to local and national employers to engage with the college and support students through the provision of apprenticeship/job opportunities, work placements, shadowing opportunities, mentoring, masterclasses, and workshops.
- To manage a caseload of mandatory student work placements for a select number of courses by matching them to suitable employers.
- Explore and utilise the use of digital technology to deliver services.

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Job description for Careers and Employment Coach

Main duties continued:

- Utilise labour market intelligence (LMI) data (e.g EMSI) to inform and drive service delivery and developments.
- Develop and deliver workshops, events and drop-in sessions for students.
- Contribute more generally to supporting the recruitment, retention, progression, and success of targeted groups of students through activities such as information giving, assisting with induction and enrolment activities, promotional activities, awareness raising activities for colleagues across College and liaising with external agencies.
- Support with destination data capture and monitoring and collate data into reporting structures to enable monitoring and impact measurements against key performance indicators (KPIs).
- Utilise existing Careers Wales online resources to enhance student engagement, advice and careers guidance.
- Work with the Careers & Employer Engagement Manager to develop a holistic careers and employment strategy for the college.
- Work with the Careers & Employer Engagement Manager to achieve Quality in Careers Standard accreditation across the service area.
- Use the College CRM system and MIS system to record student contact, conversations, targets and outcomes.
- Ensure that service delivery adheres and fulfils our duties under the Welsh Language Standards.
- Link with Careers Wales to ensure the college engages with external careers and employability events both locally and nationally.
- Seek opportunities for external funding bids, project working and collaborative projects.
- Establish and develop relationships with curriculum areas, understanding their needs and providing a responsive and agile service.
- Ensure that data capture from schools and external agencies is consistently recorded and stored in line with the Data Protection Act (1998), ISO and the forthcoming introduction of the General Data Protection Regulation (GDPR).

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Person Specification for Careers and Employment Coach

Essential criteria

- Experience of working with young people in an advisory role
- Knowledge of the UCAS process
- Experience of coordinating multi-agency engagement events
- Experience of using labour market intelligence (LMI) systems and data to inform decisions and service delivery
- Experience of providing information, advice, and guidance to a wide range of individuals
- Experience within the FE/HE sector or education sector
- Diploma in Careers Guidance Parts 1 and 2 or Post Graduate Diploma in Careers Guidance with Qualification in Careers Guidance or NVQ Level 4 (or above) in Advice and Guidance (or willingness to work towards within an agreed timeframe)
- A-C Maths and English or Welsh GCSE
- Ability to work towards and achieve external deadlines
- Excellent listening skills
- Excellent written and oral communication skills
- Cultural awareness
- Initiative
- Excellent report writing skills
- Problem Solver
- Reliable
- Integrity and probity
- Commitment
- Ability to respond to the changing needs of students
- Excellent team player
- Ability to work under pressure and maintain a calm approach.

Essential criteria

- Can do attitude
- Willing to accept changes to daily routine

Desirable criteria

- Understanding of the Welsh Language Standards
- Knowledge of the functionality of recruitment / employment agencies
- Working with pre-16 students
- Understanding of the needs of learners with ALN / ESOL
- PGCE / PTLLS
- Use of Google Suite
- Leadership / Management qualification
- Good networking skills and the ability to build and develop effective working partnerships
- Ability to drive

Other relevant criteria

- Flexible and adaptable, with the ability to work across all College campuses.
- Committed to CPD, College Values and Equality & Diversity
- Empathy and understanding of environmental and sustainable issues.
- Welsh Language Skills Level 1

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Why work with us? Here are some of our staff benefits...

Generous annual leave entitlement:

- Business Support (28 days)
- Lecturers (46 days)
- Management (37 days)
- Casual hourly paid staff (holiday payment)
- * Please note this will be pro rata for part time

Extensive CPD opportunities

- CPD days and events throughout the academic year
- Access to numerous courses via Skillgate
- Teaching support for Lecturers including Teaching & Learning Coaches

Work at an Award Winning College -

- TES College of the Year 2019 and #24 in the Times Top 100 Organisations to Work For (2020)
- Google Reference College
- Many other prestigious awards!

Excellent on site facilities

- Free on site parking
- Refectory facilities serving hot and cold food on all campuses & Coffee Shop with Barista style coffee and snacks; Newsagents shop
- InTuition Hair and Beauty Salon on Bridgend Campus
- Seasons' Restaurant on Bridgend Campus
- Livery and kennels on Pencoed Campus
- State of the art STEAM Academy opening September 2021 on Pencoed Campus

Enrolment into generous pension schemes

- Local Government Pension Scheme (LGPS) for Business Support
- Teachers' Pension for Lecturers

Access to student discounts

- Use your college email address to access student discounts via NUS, UniDays, Student Beans etc.

Flexible Working

- Flexible working can be considered if the hours of the post aren't suitable
- We have the potential to look at part time, condensed hours, Term Time Only contracts, job shares, hybrid working and agile working

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Why work with us? Health & Wellbeing Support...

Mental Health Support

- We can organise confidential counselling sessions (face to face or telephone) with Horizons Counselling.
- We can help you to complete Wellness Action Plans to support and promote your mental health and wellbeing at work
- We signed the [Time To Talk pledge](#) - we want everyone who works here to feel they can be open about their mental health, and ask for support if they need it.

Occupational Health

- We can organise occupational health referrals to identify support and reasonable adjustments that can be put in place to support you in your role

Employee Assistance Programme

- 24/7 confidential access to Employee Assistance Programme Care First
- Advice on a wide range of topics and access to resources
- 24 hour telephone counselling service

Care first

Additional support

- Free eye tests for Display Screen Equipment (DSE) users
- In Work Support - fast track physiotherapy & counselling hotline
- Fitness suite, strength and conditioning gym
- Subsidised Leisure membership

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