

Role profile – Work Experience Coordinator

- **Location:** Number 1 Riverside, Rochdale
- **Salary:** Grade 6 £32,061 – 35,412
- **Hours:** Full time (flexible) permanent
- **Annual Leave:** minimum 26 days holiday increasing with service
- **Benefits:**

- Parking permit available
- Flexible working hours
- Discounted Gym membership
- Staff Groups & Networks

- Workplace Wellbeing initiatives
- Lifestyle savings platform
- Local Government Pension Scheme
- Free Will writing service

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- Support to thrive and develop your career
- Progression opportunities
- Culture of learning & development
- Ambitious plans for the future
- Wellbeing support
- Best Corporate Workplace in the UK
- Located at the Heart of Riverside surrounded by shops, cafes, bars & leisure facilities
- Fabulous public transport links

Overview - duties

- Contributing to increasing Work Experience and other placement opportunities across the council
- Developing, coordinating and overseeing the work experience scheme, including recruitment and continuous support throughout the programme
- Developing and delivering a quality training and support programme to the line managers of those undertaking a work experience placement
- Compiling statistical data on work experience placements and feeding back into team reports.
- Coordinating and participating in events, evenings and promotional activities as required.

Purpose - objectives

- Playing a lead role in implementing and coordinating a joined-up approach to work experience across the organisation, seeking to increase opportunities and promoting them appropriately
- Working within the HR service, and across the various Council Services to identify opportunities for work experience and other types of placements
- Acting as the first point of contact for work experience students and placement supervisors.

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Person specification



Assessed via Application Form

Skills, Experience & Knowledge

1. Please give details of your ability to manage your own workload and that of others in order to meet Service deadlines	4. Please give details of any coaching or mentoring experience you have.
2. What is your experience of working with various IT systems (Including Word, Excel and PowerPoint etc)	5. Please give details of your excellent written and verbal communication skills
3. Please provide examples of your experience developing, coordinating and delivering in house programmes across a large organisation e.g. work experience, recruitment, apprenticeships	

Values

Pioneering, Passionate & Proud	Please provide an example of a time when you have been pioneering in your approach at work
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Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

Skills and experience

How assessed (A, I, P Assessment, Interview, Presentation)

1. Provide examples of your experience of problem solving, developing ideas and implementing new solutions
2. Experience / knowledge of multi-agency working and support agencies working within the borough of Rochdale.
3. Give examples of your experience of processing information and utilising systems to monitor and track data

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Knowledge

How assessed (A, I, P Assessment, Interview, Presentation)

1. Provide examples of where your self-motivation, flexibility and professional attitude have resulted in the desired outcomes.

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Special Working Conditions

How assessed (A, I, P Assessment, Interview, Presentation)

1. Please confirm that you are able and willing to work and attend meetings and other events during the evening and occasionally at weekend

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2. Are you able and willing to regularly attend meetings throughout all parts of the borough and Greater Manchester

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