**JOB DESCRIPTION**

**Job Title:** Work Placement Officer

**Salary: £24,294 PA**  
**Responsible to:** SFLW & Apps NI Operations Manager

**Main Purpose:**

To source, identify and secure suitable work placement opportunities for learners at **Springvale Learning**, including the coordination, monitoring, and evaluation of these placements. Establish excellent connections with employers to maximise opportunities for sustainable employment or progression pathways for our learners.

**Main Duties and Responsibilities**

The following are indicative of the type and level of duties expected, though not exhaustive or listed by priority.

1. **Coordinate and manage a designated caseload of learners** to develop, monitor, and evaluate high-quality work placement experiences by:
   * Liaising with relevant curriculum and delivery staff to ensure proactive planning of placements
   * Supporting learners to prepare effectively for placements through tailored activities
   * Matching learners to employers based on individual needs and programme requirements
   * Responding to placement enquiries from employers, learners, and parents/carers
   * Maintaining accurate records to evidence and support funding requirements
   * Monitoring learner progress and conducting regular placement visits
2. **Work collaboratively** with Curriculum Teams and Business Development, to build and maintain effective relationships with local and regional employers.
3. **Act as a communication link** between employers and **Springvale Learning**, ensuring employer feedback and leads are shared with relevant teams, and the organisation stays informed on trends and workforce needs.
4. **Maintain current knowledge** of Labour Market Information (LMI) and local economic priorities.
5. **Promote Springvale Learning’s offer** through outreach and marketing activities as required.
6. **Participate as part of the wider Team**, contributing to meetings, planning, staff development, and supporting across functions when needed.
7. **Comply with all organisational policies**, including data protection and IT usage, ensuring confidentiality is maintained at all times.
8. **Escalate issues** to the Programme Manager that may impact the quality of service delivery.
9. **Ensure personal health and safety** responsibilities are met and adhere to the organisation’s policies.
10. **Adhere to Risk Management procedures** and report any potential risks to your line manager.
11. **Undertake other duties** as required by the Executive Team.

**Person Specification**

**Qualifications**

1. Good general education standard
2. A relevant Health and Safety qualification (or willingness to achieve one)

**Experience**

1. Knowledge of the local area
2. Experience working with learner groups
3. Experience engaging with employers and external stakeholders

**Knowledge and Skills**

1. Excellent communication skills at all levels
2. Comfortable presenting to groups (learners, staff, employers)
3. Ability to build strong relationships with learners, staff, and stakeholders
4. Proficient in Microsoft Office
5. Must hold a valid driving licence and have access to a vehicle

**Training**

1. Commitment to ongoing training and professional development

**Personal Qualities**

1. Friendly, outgoing, and professional
2. Self-motivated and confident using initiative
3. Strong interpersonal and organisational skills
4. Calm under pressure and able to handle conflict diplomatically
5. A positive ambassador for Springvale Learning