

JOB TITLE: Work Placement and Progression Coordinator

1. **Hours:** Part time (30 hours a week – working pattern to be agreed)
2. **Salary:** £24,500 pro rata (£19,600)

3. **Responsible to:** Laura Geering, Head of Learning.

4. **Organisational background and information:**

The MK Christian Foundation is a post 16 training provider which prides itself on its dynamic approach to teaching and learning. We offer work-based training opportunities across our exciting range of social enterprises as well as a variety of vocational qualifications, pastoral and progression support and Functional Skills qualifications in English and maths.

We are looking for a Work Placement and Progression Coordinator to join our Learning and Trainee Support Team. Our organisation offers unique employment opportunities and the chance to work with a team dedicated to improving the lives of some of Milton Keynes' most vulnerable young people. If you are interested in this role, we'd love to hear from you! Please keep reading for further information and feel free to contact us if you have any questions or would like further information. You can contact Laura, our Head of Learning, by email at laura.geering@mkchristianfoundation.co.uk

5. **Employee Benefits**

At the MK Christian Foundation, we work hard to make sure that all of our staff are valued members of our community. As a member of the Learning and Trainee Support Team, your contribution to the success of our trainees will be invaluable and we work incredibly closely as a team to share knowledge and best practise; your opinions and experience will always be taken into account when making decisions and we value the importance of collaborative working. In addition to the support from the team, the Foundation provides the following employee benefits to all staff:

- Counselling and welfare support delivered by an external provider
- Staff discount on most services provided by our social enterprises
- Discounts and offers on a wide range of external products and services
- Opportunities for your own CPD
- Holiday allowance (including bank holidays) 30 days in first year, 32 days in subsequent years, pro rata part time
- An extra day off for your birthday!

6. **Purpose:**

The purpose of this post is to:

- Identify and establish work experience opportunities and make links with businesses to support our training offer.
- Prepare and support young people to engage in work experience
- Develop our Supported Internship offer.

- Support young people's transition into employment or further education or training, including apprenticeships.
- Support the development of employability skills further by consolidating learning through the delivery of enrichment, employability and pastoral (EEP) sessions, CV writing workshops and interview skills sessions.

7. Main Responsibilities:

Employer Engagement & Placement Development

- Build and maintain strong relationships with businesses to create meaningful work placements, supported internships, and employment opportunities.
- Support placement providers by ensuring they understand trainee needs, make reasonable adjustments, and provide effective inductions.
- Oversee placement administration, including risk assessments, safeguarding, workplace agreements, and progress reviews.

Trainee Support & Progression

- Work closely with trainees to explore vocational interests, aspirations, and pathways, helping them advocate for their own needs in workplace settings.
- Prepare and deliver employability activities covering workplace expectations, job search skills, CV writing, interview preparation, and application support both to support trainee progression and to contribute to their qualification portfolio.
- Provide one-to-one coaching, timely feedback, and encouragement to help trainees overcome barriers, build confidence, and achieve personal goals.
- Support transitions from work placements into apprenticeships, further training, or paid employment.
- Collaborate with colleagues to design and deliver engaging weekly learning opportunities that consolidate and extend skills developed in social enterprise sessions (EEP).
- Ensure additional activities are tailored to individual needs and aspirations, strengthening employability, personal development, and life skills.

Collaboration & Best Practice

- Engage fully in trainee Progress Review Meetings and contribute to multi-agency working, ensuring consistent support for each young person.
- Work alongside colleagues and external professionals to share best practice and develop innovative training approaches.
- Keep accurate records of trainee attendance and progress, liaising with the Safeguarding and Welfare team where required.

8. General Responsibilities:

- Attend staff meetings as required.
- Engage with CPD opportunities.
- Ensure the Health and Safety and Safeguarding of all trainees.
- Maintain positive, professional relationships with all staff.
- To actively promote diversity and equality of opportunity.

- Encourage good relations with the local community.
- Effectively represent and promote the Foundation, its vision, values and personality.
- Take appropriate responsibility for discipline.
- Maintain professional standards of conduct and confidentiality at all times.
- Such other tasks as from time-to-time may be requested by the Director or Head of Learning.
- Be proactive in identifying opportunities for extending our work.

9. Person Specification:

Skill or attribute	
A passion for enabling young adults to fulfil their potential	E
Experience working with young people within an education or training based setting	E
Maths and English to L2	E
Experience of using a wide range of assessment processes	E
Awareness of Safeguarding expectations and an Enhanced DBS (the Foundation will provide this)	E
Experience of working with young people with a SEND	E
Good administrative and IT skills	E
Flexible and good at working under pressure with an adaptive and proactive attitude to work	E
Strong team player	E
Positive, creative and solution focussed	E
Excellent verbal and written communication skills	E
Empathetic and able to use initiative	E
Will work to our professional Code of Conduct at all times	E
Driver with access to a vehicle	D
Professional demeanour with the ability to network effectively	E
Job Coaching qualification (or similar) – Training will be provided to the right candidate	D

(E) Essential
(D) Desirable