

Work Experience Placement Officer

Location: Home and Head Office – Plymouth (may be required to travel)

Full Time: 22.2 hours per week

Salary: £21,528 Pro rata



Are you searching for a role where you know that your work will help support young people?

CSW Group have an exciting opportunity to support the Work Experience team.

The post will involve liaising with schools to support their work experience programmes and with employers to ensure placements are safe for young people. May be required to travel across Plymouth and Devon, driving licence / own car desirable.

You must be able to demonstrate competency in the following areas:

Essential:

- All aspects of customer service skills, bringing energy and personal values to the role
- Works well in fast paced, pressurised environments
- Be willing to work towards a relevant Health and Safety qualifications as required by the organisation
- Be prepared to assist on additional contracts where applicable.
- A strong team player but also can work independently using own initiative
- Excellent attention to detail
- Organised and good at prioritising
- Enthusiastic and flexible with a good work ethic and keen to learn
- Excellent digital and ICT skills to include Microsoft Word and Excel
- Working towards measurable targets and deadlines

Desirable but not essential:

- Sales and Marketing experience
- IOSH or experience of undertaking Health and Safety checks.
- Driving licence and use of own vehicle.
- Working within the community building and developing relationships
- Experience of working within Schools/Colleges
- Use the internet regularly to harness information and love social media in particular Twitter, Facebook, Instagram, and LinkedIn.

Join Our Team

Why work for CSW?

We are people developers who strive to build better futures for our customers.

We are a not-for-profit social enterprise who inspire, develop and support people, communities & organisations to make positive change through sustainable high-quality services.

Some of the key benefits of working with CSW identified by our people are:

- Flexibility, work life balance and job variety
- Strong values, team working and social and community impact
- Attractive benefits including 25 days annual leave plus bank holidays, a paid charity day, a high employer contributing pension scheme, an independent employee assistance program for healthcare and welfare support and cycle to work scheme.

If you feel that you can bring something special to our team and can be part of the exciting future of this department, then we look forward to your application.

An application pack is available to download from our website www.cswgroup.co.uk
Alternatively, please e-mail recruitment@cswwgroup.co.uk. Details will be made available in alternative formats upon request.

Vacancy reference: 1192

Closing date: 9am 3rd January 2023

Through its work CSW Group actively safeguard and promote the welfare of young people and vulnerable adults and all employees and volunteers and others working on behalf of the company are required to share this commitment. Successful individuals will be required to undergo full vetting checks including an enhanced disclosure by the Disclosure and Barring Service.

We are an equal opportunities employer and positively encourage applications from suitably qualified candidates regardless of gender, race, age, disability, sexual orientation, religion or belief.