

Job Description – Workplace Experience Liaison Officer (WELO)

Reports to:	Services to Education Manager
Working Location:	Exeter, East & Mid Devon

Job Purpose

To carry out Health & Safety checks for pre-16 and post-16 students on business and industry work experience placements.

Main Duties (but not limited to)

- Working within set timescales and to deadlines; carry out a Duty of Care check to assess in-person or by phone, employers who take students (pre and post 16) on work experience placements for the purposes of assessing suitability on behalf of schools, colleges and learning providers.
- To ensure employer premises adequately meet the standards of Health & Safety for students on placement.
- To assess if a DBS is required of an employer before a placement commences.
- To address immediate employer concerns regarding the health and safety aspects of work experience.
- To build and develop good relationships with the companies we are working with, to support quality placements for students.
- To act as a representative of the company, explaining our range of products and services and identifying opportunities for employers to engage with us more widely.
- Update work experience 'job descriptions' to include work tasks/skills/duties and meal/travel arrangements and report back.
- To negotiate and review with your line manager personal objectives, outcomes and training needs within the staff performance, appraisal and development scheme and take responsibility for personal professional development.
- To ensure that all company policies and procedures including equal opportunities and health & safety are always adhered to.
- To embrace and optimise the use of ICT within the role.
- To be aware of and to adhere to all aspects of the principles of the data protection legislation and of the current partnership codes of practice.
- To adhere to the company policy of commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults and to ensure that safeguarding arrangements are in place and are complied with.

Person Specification

Essential

- NEBOSH or IOSH or a willingness to undertake.
- Knowledge of up-to-date HSE legislation.
- Professional and customer-centric approach.
- Excellent communication skills.
- Strong ICT skills.
- Ability to work independently and manage own workload and deadlines.
- Full driving licence and own car
- Evidence of working both independently and as a team.
- Evidence of working with KPI's, deadlines and targets.

Desirable but not essential

- Understanding of issues faced by young people and employers undertaking work experience.
- Understanding of work experience
- Understanding of Safeguarding of young people and DBS