



## Job Description and Person Specification

### Job Role Summary

<b>Role</b>	Business Engagement for Work Experience
<b>Reporting to</b>	Operations Manager
<b>Location</b>	Office base in Slough, covering Berkshire and surrounding areas
<b>Hours</b>	To be Agreed
<b>Contract Type</b>	Temporary to permanent – Full Time, Part Time or Term Time Considered

### Summary of Learning to Work

We create high impact activities with local employers to inspire young people, educate them about opportunities and give them the skills they need to be successful in the workplace.

### Job Description and Key Responsibilities

To provide a co-ordinated approach and support to the team in the attainment of work experience placements and business volunteers by cold calling and engaging with new and existing businesses.

Updating LTW's databases with relevant information as required.

The person in this role will be expected to:

- Contact companies for work experience opportunities as required by students in line with the service level agreement.
- Ensure databases are updated on a daily basis with student and company information.
- Perform admin and office support activities – mail merge, updating spreadsheets, sending correspondence as required.
- Maintain existing business relationships, and identify and develop new opportunities and relationships with additional businesses.
- Assist with the evaluation process, reviews and reporting .
- Follow up on leads from networking events for gaining new business work experience placements for students.

## KEY SKILLS & EXPERIENCE REQUIRED

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Evidence of on-going professional development.	Educated to a minimum GCSE Standard.
<b>Experience and knowledge</b>	<p>Good IT skills, including knowledge of databases – Microsoft Access (training can be provided but must have basic word/excel skills).</p> <p>Previous experience in an administrative role.</p> <p>Experience of or willingness to work within target driven environment.</p>	<p>Up to date knowledge of the primary and secondary education system</p> <p>Local knowledge of schools and colleges.</p>
<b>Skills</b>	<p>Excellent telephone manner, strong communication skills both written and verbal.</p> <p>Ability to work under pressure to meet deadlines and prioritise work.</p> <p>Highly developed organisational skills and attention to detail.</p> <p>Ability to work as a team player.</p> <p>Demonstrate a thorough and detailed approach to work.</p> <p>Must be able to communicate effectively both in writing and verbally with employers and school staff presenting a professional image at all times.</p>	
<b>Personal characteristics / Details</b>	<p>Ability to work on own initiative with flexible and adaptable approach to the demands of the role.</p> <p>Ability and willingness to establish a positive working relationship within Learning to Work and work as a member of the team.</p> <p>Positive, friendly and helpful manner.</p> <p>Commitment to customer care and high quality service delivery.</p>	<p>To live in a convenient travelling distance.</p> <p>To have own transport and a valid current driving licence.</p>

### Learning to Work (South East)

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