

January 2023

Dear Applicant,

Thank you for your interest in the post of **Employer Engagement Co-ordinator.**

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Support Staff
- Benefits summary
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> For other enquiries please contact HR – [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

### **Completing your application**

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable us to assess each applicant's relative strengths against the criteria in the specification.

### **Returning your application**

Please return your application form as an e-mail as an attachment to [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk). The deadline for applications is 9am Wednesday 1<sup>st</sup> February 2023.

### **Short-listing and interview arrangements**

We will respond to all applicants who complete a College application form to confirm whether you have been shortlisted for interview. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews week commencing 6<sup>th</sup> February 2023. Please indicate on your application form your availability that week.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## Employer Engagement Co-ordinator

This is an exciting opportunity to join the College in a new role within our Progression team co-ordinating and developing work related learning and employer and volunteering links for the benefit of students.

### The College

The College provides outstanding education to around 2,000 16-19 year old students who are studying academic and vocational qualifications at level 2 and level 3, and enjoys an excellent reputation both locally and nationally. The College was last inspected in December 2019 and was once again judged 'Outstanding'. The College offers a broad curriculum of over 35 different courses at A-level, BTEC and GCSE.

### The Post

Godalming College's Careers & Progression Department is focussed on ensuring that our students are as prepared as possible for their future pathways, after they graduate. A considerable number of our students go on to study at a UK university through the UCAS system with around 800 applications each year. We have a bespoke Aspire programme to tutor students through competitive destination applications including Oxbridge, Veterinary Science, Medicine, Dentistry and Russell Group universities. In addition, we are growing our knowledge of Apprenticeship options for students and will be hosting our first Higher & Degree Apprenticeships Fair in the autumn.

Students are encouraged to book careers guidance interviews and are also supported in their progression by their Personal Tutors. Alongside our broad +Explore enrichment course offering including Architecture of the World, Teaching English as a Foreign Language and Law Next to name but a few, we offer students sessions dedicated to possible career options as part of our 'Future Fridays' programme. This programme includes University and Apprenticeship Talks, Careers and Progression Fairs and Subject and Skills Pathway Sessions. We are now keen to develop our work experience and alumni programmes.

The Progression Team is made up of a Director of Transition & Progression, Careers Adviser, two Careers Administrators and an Aspire Coordinator.

The successful applicant for this new and vital post will be part of our friendly, proactive Careers and Progression Team. The post requires exceptional organisational and communication skills. It is part-time, term-time only position. The hours for the role would ideally be Monday to Friday 9.00am-3.00pm however there could be some flexibility with start and finish times if needed. The College will be prepared to consider job shares so if you would like to work 2-3 days a week for example then we would encourage your application. Please contact the HR team to discuss 01483 411293/ [HR@Godalming.ac.uk](mailto:HR@Godalming.ac.uk) and make your preferred working pattern clear on your application form.

## JOB DESCRIPTION

<b>Job Title:</b>	Employer Engagement Co-ordinator
<b>Line Manager:</b>	Director of Transition and Progression

### Summary of Job

To co-ordinate and develop work related learning and employer and volunteering links for the benefit of students. The role will also develop the College alumni network to enable students to learn from previous students about progression and career options.

### Responsibilities

#### Employer Engagement

- To co-ordinate and administer all student work experience, work related learning, and volunteering placements
- To support students, and where appropriate Departments, in sourcing and vetting work placements/work related activity
- To research, develop and establish employer links with local and national companies to support students, Departments, and the College
- To maintain an accurate and detailed database of employer, volunteering, and alumni links
- To act as the point of contact for employers and volunteer agencies
- To maintain accurate and up to date records of student work related and volunteering activity undertaken

#### Alumni

- To co-ordinate and promote Godalming College Alumni relations for the benefit of students, Departments, and the wider College
- To work closely with the Marketing and Admissions Department and IT Department in the co-ordination and promotion of Alumni activities
- To support Departments in maintaining and developing a Network of Alumni to support College events and activities
- To maximise work-related opportunities for current students through maintaining Alumni relations

#### Additional Responsibilities

- To be part of the Careers and Progression team, carrying out other tasks as required by the Director of Transition and Progression, such as weekly UCAS form checking and destination data collection
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies
- To do other tasks as reasonably requested by the Principal from time to time

*This job description may be varied according to the needs of the College from time to time.*



## PERSON SPECIFICATION FOR POST OF EMPLOYER ENGAGEMENT CO-ORDINATOR

The successful candidate will have the following essential qualifications, experiences, and skills:

### Qualifications

- Good general level of education, qualified to level 3 or above

### *Essential Experience and Skills*

- Experience of working effectively as part of a team
- Experience of developing effective relationships with external organisations
- Co-ordination of multiple tasks with conflicting priorities and timescales

### Essential Personal Skills and Qualities

- Strong interpersonal and communication skills with the ability to engage with employers, volunteer organisations and alumni
- Proactive, self-starting, and creative
- Excellent time management and organisational skills
- Resilient, calm and able to work with a variety of people at various levels both internally and externally
- Flexible and adaptable
- Initiative and continuous desire to improve
- Commitment to personal development and training

### Desirable

- Experience of working in a school or college in a similar or related role
- Experience of running employer engagement activity
- Experience with using LinkedIn or other social media platforms
- Completed training in careers education

**THE COLLEGE**

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

**OFFERS OF EMPLOYMENT**

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

**SALARY**

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1<sup>st</sup> September.

**WORKING HOURS**

The full-time working hours are usually 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

**HOLIDAY ENTITLEMENT**

Minimum of 22 days per year for full-time employees (Holiday Year 1<sup>st</sup> August -31<sup>st</sup> July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

**PENSION**

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

**STAFF DEVELOPMENT & TRAINING**

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

**OTHER INFORMATION**

The College is within walking distance of Godalming town centre and the railway station. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. The gym with fitness training equipment is available for staff use between the hours of 8am – 5.30pm (when not being used for teaching purposes).

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with [Cyclescheme.co.uk](http://Cyclescheme.co.uk) and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

\* [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) & [www.lgpsmember.org](http://www.lgpsmember.org)

## Godalming College Support Staff Payscale September 2022

*Additional Surrey Allowance on all points of £1147 per year*

Scale 1	18	19622
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Scale 2	19	20025
	20	20430

Scale 3	21	20860
	22	21286
	23	21831
	24	22605
	25	23389

Scale 4	25	23389
	26	24162
	27	24939
	28	25713

Scale 5	29	26464
	30	27215
	31	28100
	32	28977

Scale 6	33	29954
	34	30955
	35	31957
	36	32954

Senior Officer	37	33863
	38	34772
	39	35682
	40	36593
	41	37500

Management 1	42	38411
	43	39319
	44	40321
	45	41322
	46	42319

Management 2	47	43319
	48	44414
	49	45413
	50	46500
	51	47593

Management 3	52	48684
	53	49776
	54	50871

Management 4	55	51988
	56	53130
	57	54300
	58	55497
	59	56716
	60	57965

Management 5	61	59240
	62	60543
	63	61874
	64	63235
	65	64626

### Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

### To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £20,430 + £1,147 = £21,577

36.42 hours per week x 39 weeks per year = 1420

1420 x £21,577 divided by 1659 = £18,468.55 pa = £1,539.04 gross per month paid for 12 months

### Hourly rate calculation

Full time annual salary / 365 x 7 /  
36.42

