**Job Description**

**Admissions and Progression Officer**

**Role Profile** **CUL029**

**Service/Team** Skills and Learning Adult Community Education, Education and Skills

**Reports to** Learner Experience Manager

**Responsible for**

**Number of posts** 1

**Post number**

**Career Grade** No

**My job improves the quality of life for the people of Dorset, Bournemouth Christchurch and Poole by providing information advice and guidance to Skills & Learning Adult Community Education learners and prospective learners, assisting them in improving their skills and making the right next steps choices.**

**Job Overview**

Develop, plan, coordinate and deliver a quality admissions and Information, Advice and Guidance (IAG) service for Skills & Learning Adult Community Education, aligned with the service business plan, council priorities and Local Skills Improvement Plan, to prepare learners for choices and to progression transitions in employment, education and training. Working with internal and external partners to ensure learners are progressed to the best opportunities that fulfil their learning and employment potential and secure their ultimate destination and goals.

**Key Responsibilities**

* Design, plan, co-ordinate and deliver a robust, engaging, Information, Advice and Guidance (IAG) service that supports learners and potential learners
* Fully embed best practice in IAG within the Service to ensure all learners, including those with subcontractors, receive high quality IAG in relation to their wider skills, long term goals, employment and aspirations.
* Work with staff teams to design and deliver an effective admissions and IAG service as part of a high quality end to end learner experience
* Develop and maintain positive, productive relationships with current and new partners and external agencies e.g. Employers, other training and Careers Education Information Advice & Guidance (CEIAG) providers, Department for Work & Pensions (DWP), Job Centre Plus (JCP), National Careers Service, Careers Enterprise Company, employment access teams, voluntary and community sector to ensure the Service is always up to date, to make recommendations to managers about gaps in provision and to maximise work experience, employment and volunteering opportunities for learners.
* Ensure the admissions and IAG service is always Ofsted and Matrix ready by aligning the offer with the National Careers Strategy, local and national benchmarks and the Ofsted framework; using appropriate evaluation processes, maintaining and analysing data, providing recommendations to managers and working with colleagues across the service.
* Ensure staff and learners are well supported by up-to-date information and resources including a well-structured IAG toolkit for use across the service with up-to-date information about quality standards, progression and employment opportunities.
* Develop, coach and supervise service staff, including Teaching and Learning staff, to support the delivery of effective IAG delivery and embedding in curriculum and service delivery
* Keep up-to-date with national curriculum trends and developments, community plans and local issues and work with the staff and partners to ensure that admissions and the IAG service reflects these trends and developments, supporting teaching and learning staff to embed changes in their own practice.
* Adhere to legal responsibilities, Council and Skills & Learning guidelines for example in response to customer feedback and emergency situations and undertake such other duties as may be required from time to time commensurate with the level of the post.
* Prepare and quality check information resources that promote the admissions and IAG service and other course information as required to ensure the pre course information accurately informs learner choice.

**Specific Qualifications and Experience**

* Qualified to Level 4 in post-related discipline or significant relevant experience
* Minimum of Level 3 Award in Education and Training (RQF)
* Level 6 Diploma in Careers Guidance and Development (RQF or NVQ) or equivalent
* Minimum of Level 2 qualifications in English and maths
* Experience of working with a wide range of adults with varying levels/ranges of abilities including SEND learners
* Experience of planning, coordinating and launching campaigns and events
* Experience of helping adults to overcome barriers to secure and sustain employment
* Confident in the use of IT to communicate, monitor and record eg. Microsoft Word, Excel, Outlook and databases
* Experience of effectively working independently and as part of a team.

**Personal Qualities & Attributes**

* Highly developed interpersonal skills including collaboration, facilitation and negotiation to influence at all levels
* Excellent written and verbal communication skills including report writing, presentation skills and the ability to optimise communication methods to meet the needs of a diverse client group
* Excellent organisational skills, including planning and record keeping to meet deadlines and targets
* Awareness of strengths and areas for development in own practice and positive attitude towards ongoing personal and professional development
* Highly motivated, reliable and a good problem solver
* Able to demonstrate a positive response to change and to being open to new ideas and ways of working

**Job Requirements**

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car
* Positive DBS check
* Flexible approach to working hours