WORK AT SHIPLEY COLLEGE

Placement Officer

Shipley College - Great people, great place!

Hours: 37 hours per week, full year post, permanent

Salary: £25,049 - £26,248 FTE per annum

Closing Date: Friday 13th November 2026 at 9am ***(Advert may be closed early if sufficient applications are received. So early applications are advised)***

Interview Date: TBC

Start Date: ASAP (subject to satisfactory pre-employment checks)

We are looking for an enthusiastic, proactive and highly organised Placement Officer to join our central Placement Team and play a key role in supporting students to access high-quality, relevant and meaningful work placement opportunities.

The Placement Team is a central support service that plays an important role in the student journey, working collaboratively with students, employers, course teams and Academic Coaches to ensure that every student is well prepared to secure and successfully complete a suitable work placement.

As Placement Officer, you will be responsible for developing and nurturing strong relationships with local, regional and national employers, identifying opportunities and securing safe, high-quality placements that meet the needs of our students and curriculum. You will work closely with course teams to ensure that learners receive effective support throughout their placement and that placements are well aligned to their programme of study and future aspirations.

We are looking for someone who is relationship-focused, confident in engaging with employers, passionate about creating opportunities for young people and able to work collaboratively across the College. You will be a strong communicator, highly organised and committed to delivering an excellent experience for both students and employers.

This is an exciting opportunity to join a team that is central to our ambition to ensure that all students benefit from meaningful experiences of the workplace and are equipped with the skills, confidence and connections they need for their next steps.

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Benefits we offer include:	We are looking for someone who has:
• Pension Schemes • Professional Development opportunities • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • Shopping discounts with discount app *qualifying period applies	• Level 2 (equivalent) Qualification in Maths and English Language • The ability to build and maintain client relationships • Commercial awareness • Organisational and teamwork skills • Previous work experience in a similar or related role • Experience of delivering against challenging targets and meeting deadlines

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk

Although this is a full time post there maybe some flexibility in working patterns

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

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Job Description

JOB TITLE	Placement Officer
RESPONSIBLE TO	Team Leader - Employer Placements

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment
- Shipley College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

OVERALL PURPOSE OF THE JOB

The Placement team is a central support service that serves to facilitate the learner journey with work placements. The primary focus of this team is:

To build and nurture relationships with local, regional and national employers in order to secure safe, high quality and relevant placement opportunities for students

To liaise with course teams to ensure that ongoing, high quality workplace support for learners on these programmes is provided

To work with Academic Coaches to ensure that students are well prepared to secure and successfully complete a relevant and high quality work placement

To support the account management of our key employers to ensure that the College can maximise the opportunities to collaborate with them

DUTIES AND RESPONSIBILITIES

- To proactively engage with the Heads of Department and Course Leads to identify and secure suitable work placement opportunities for students
- To develop sustained relationships with employers to achieve ambitious targets for the completion of high quality and relevant work placements
- To provide a high level of customer service to employers before, during, after and between placements in a fast paced and competitive environment
- To support employers, College staff and students to engage with Navigate software to record and reflect on an individual student's progress on their placement experience
- To provide accurate reports on targets, progress and quality of placements

- To seek out and report on feedback from employers, students and College staff about the placement experience

- To participate in appropriate team meetings and liaise with Course Leads regarding learner progress in the workplace

- To support in health and safety vetting and safeguarding checks for work placements, including escalating higher risk placement as required and ensuring that the needs of individual students and employers are met

- To represent the College at external events, meetings and reviews of students placement performance. Representing the college in a professional manner when dealing with external agencies and employers and present clear and accurate information on the offer or service provided

- To act as the first response to all internal or external work placement related matters

- To record all activity within the College Customer Relationship Management (CRM) system, Navigate platform and all other relevant records

- To promote the College's relationships with business and work experience opportunities through professional networks in person and online

- To occasionally work outside of normal working hours, as required, both in College and occasionally within placement settings

- To participate as a member of the wider registry team, supporting both the enrolment and exam teams if necessary

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation

- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors

- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with

- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description

- To use IT as designated appropriate to the nature of the role

- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment

- To undertake such other duties commensurate with the grade of the post as may reasonably be required

PERSON SPECIFICATION

ESSENTIAL CRITERIA

In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.**

Effective and professional telephone and face to face communication skills within a customer facing environment
Effective organisational and administrative skills demonstrating, accuracy and attention to detail and working under pressure
Ability to work within a team and to use initiative
Proven track record of achieving targets and meeting deadlines
Level 2 Qualification in maths and English (or equivalent) - **must evidence original certificates on the interview day**

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of building and maintaining successful and lasting relationships with clients (external and internal (staff and students))
Commercial experience and knowledge across a number of different sectors
Experience of working within a sales/customer relations role
Use of a Client Relationship Management (CRM) system or a Workflow platform (e.g. Navigate) to record and track activity
Being flexible and having a creative approach to problem solving
Understanding of the requirements of programmes for full time students, including T levels

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity and Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda
Health and safety training
Access to use of a motor vehicle and full clean driving licence with business insurance (or willing to obtain)

Message from the Senior Leader Team

Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of students agree that the College is a safe place to learn
96% of students agree that College staff are friendly and helpful

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