

**Apprenticeship and Careers
SINGLE CORPORATE SERVICES**

Learning Education and Development

Job title:	Careers Development Coordinator	<i>To be completed by HR</i> <i>Job Reference Number</i>
Reporting to:	Senior Professional Educator/Apprenticeship Manager	
Accountable to:	Apprenticeship & Careers Lead	
Pay Band:	Band 5	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

Job purpose

The Career Development Facilitator is a designated site-based role within the Single Corporate Service, providing support across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust. While primarily based on the Isle of Wight, the post holder will operate as part of the wider Corporate Service team, contributing to the delivery of a consistent, high-quality service across both organisations.

The post holder will work as part of the Single Corporate Service, providing a careers and workforce development service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust, while primarily based on the Isle of Wight.

The role supports the delivery of Learning, Education and Development strategies by coordinating and delivering careers, work experience, and workforce development activities that promote NHS career opportunities and support staff development and progression across both organisations. This includes the delivery of career coaching, career clinics, Functional Skills coordination, and Career Information, Advice and Guidance (CIAG), enabling individuals to access development opportunities, build skills, and progress within their careers.

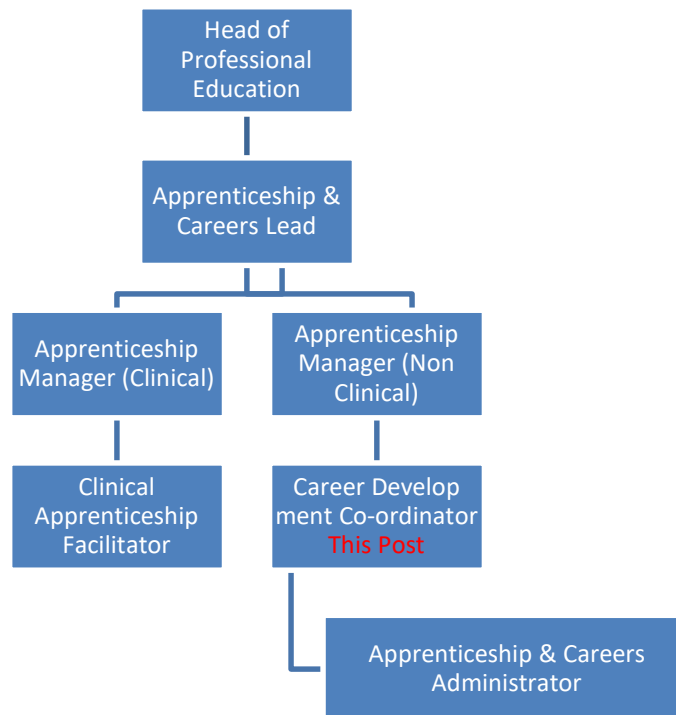
A key aspect of the role is leading on the collection, collation, and submission of Talent for Care data and reporting requirements for both Trusts, ensuring accuracy, consistency, and compliance with national reporting standards.

The post holder will work collaboratively with internal teams and external partners to promote NHS careers, support workforce engagement, and contribute to recruitment, retention, and future workforce development initiatives. They will also act as an ambassador for the Trust, representing the organisation at events and partnership meetings, and supporting the delivery of a consistent and high-quality careers offer across both Trusts.

Job summary

- Coordinate and deliver careers and workforce development activities, including career coaching, career clinics, work experience, and careers events, promoting NHS careers across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.
- Coordinate work experience provision, acting as the main point of contact for all stakeholders and supporting the delivery of a consistent and well-organised programme
- Coordinate the day-to-day delivery of the work experience programme, ensuring placements are effectively organised, compliant with Trust policies, and supported by appropriate induction processes.
- Coordinate the collection, collation, analysis, and timely submission of Talent for Care data and reports, ensuring accurate record-keeping and compliance with national and organisational requirements across both Trusts.
- Provide information, advice, and guidance (CIAG) to staff, managers, and external stakeholders on careers, development opportunities, and work experience processes.
- Plan and coordinate careers events and engagement activities, working with internal teams and external partners to promote NHS career opportunities and support workforce growth.
- Maintain accurate records and databases relating to careers activity, work experience, and engagement programmes, producing reports and supporting evaluation of service impact.
- Use judgement and initiative to determine appropriate approaches to engagement, communication, and delivery of careers activities to meet the needs of different audiences.
- Work collaboratively with local and regional stakeholders, including education providers and community organisations, to support the development of career pathways and opportunities.
- Support the development and improvement of careers and work experience processes, using feedback and data to enhance quality and effectiveness.
- Contribute to the creation of materials and resources to support careers engagement, events, and workforce development initiatives.
- Ensure all activities are delivered in line with Trust policies, procedures, and equality and diversity requirements.
- Act as a point of contact for careers and work experience enquiries, prioritising workload effectively and responding to a range of internal and external requests.
- Represent the Trust at events and meetings, acting as an ambassador and promoting NHS careers and values.

Organisational Chart



Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include.
 - Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
 - providing and receiving complex or sensitive information,
 - providing advice, instruction, or training to groups, where the subject matter is straightforward.

Analytical and Judgement

- Judgements involving facts or situations, some of which require analysis.

Planning and organising

- The post holder organises own day-to-day work tasks or activities.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.

Financial Management

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

Management/Leadership

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

Information Resources

- The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems.

Research and development

- Support and develop a research culture within education to identify current knowledge and delivery of evidenced based care. Undertake research into best practice in apprenticeships that is taking place in NHS organisations locally, regionally, and nationally and identify how this best practice can be applied to the Trust.

Freedom to Act

- The post holder is guided by standard operating procedures (SOPs), good practice, established precedents and understands what results or standards are to be achieved. Someone is generally available for reference and work may be checked on a sample/random basis.

Physical effort

- There is a frequent requirement for light physical effort for several short periods during a shift.

Mental effort

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	<p>Level 5 qualification or equivalent experience demonstrating relevant knowledge and skills</p> <p>Evidence of recent Continuing Professional Development (CPD).</p>		
Experience	<p>Experience of working in a role involving coordination, administration, or delivery of services, programmes, or events.</p> <p>Experience of producing reports, maintaining records, and delivering presentations.</p> <p>Experience of engaging with a range of internal and external stakeholders.</p> <p>Experience of working in a customer-focused or service delivery environment.</p>	<p>Experience in careers guidance, work experience coordination, education, training, or workforce development settings.</p> <p>Experience of organising events or engagement activities.</p>	
Knowledge	<p>Good working knowledge of Microsoft Office applications and web-based systems.</p> <p>Understanding of the importance of confidentiality, data protection, and information governance.</p> <p>Awareness of equality, diversity, and inclusion principles.</p> <p>Awareness of general careers development or learning and development principles.</p>	<p>Knowledge of NHS workforce initiatives such as Talent for Care or similar frameworks.</p> <p>Understanding of career pathways, employability support, or work experience processes.</p>	

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults' policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,

- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.