

Recruitment and Progression Officer	
Role:	Recruitment and Progression Officer
Place of work:	Catch22 College:
Hours of work:	37 hours per week
Salary/Grade	£19,576.67 - £26,917.14. Grade D
Reports to:	Centre Manager
Level of screening:	Enhanced DBS

About Catch22

A forward looking social business, Catch22 has more than 200 years' experience of providing public services that help people turn their lives around. We work with troubled and vulnerable people, helping them to steer clear of crime or substance misuse, do the best they can in education or employment and play a full part in their family or community. Our vision is a strong society where everyone has a good place to live, a purpose and good people around them, no matter what their background.

Catch22 College

Our Catch22 College is the collective name for 10 sites we have across the country delivering academic and vocational training programmes for young people aged 16+ who, for whatever reason, are not suited to a mainstream college setting. Our College Site, like our all our other College sites, provides learners with a highly supportive environment where they have access to opportunities to build up their confidence and self belief, and to gain new skills and experiences that will help them to achieve their goals in life. We exist to help our learners *find their future*.

Role Summary

One of the main objectives of our colleges is to get our learners ready for the world of work – to provide them work experience opportunities that will give them the skills and confidence they will need to get on in the workplace.

Our Recruitment and Progression Officer will play a leading role in recruiting learners onto the programme and supporting them throughout, conducting monthly reviews and sourcing work placements in the local area.

During their work placement the Recruitment and Progression Officer will support learners accessing their placement and for the duration of the placement.

They will also look to build on the skills and experiences gained by our learners, and will support them to think about their next steps and support them to access sustainable employment or other progression pathways.

To do this our Recruitment and Progression Officer will develop strong links with local (sometimes national) employers to create this work placement and employment opportunities. They will also work closely with colleagues in the team to make sure our learners are matched to the right placements or employment opportunities, and that they receive the support they need to succeed in them.

Main Duties & Accountabilities

Our Recruitment and Progression Officer will have critical accountabilities, which are:

1. Recruit learners onto the Study Programme

To achieve this, our Recruitment and Progression Officers will:

- Engage with Local Authorities, NEET teams, schools, colleges and referring agencies to forge links and recruit learners.
- Be responsible for recruiting the target number of learners for all Vocational based programmes.
- Be the first point of contact for the learner and successfully recruit them on to the programme
- Complete initial interviews, ensure all eligibility checks are completed, complete and upload enrolment forms.

Success will look like:

- 100% of target starts achieved.
- A network of stakeholders who are willing to work with us to provide education and training to young people in the area.

2. Support learners through their programme.

- Conduct regular 1-2-1 progress reviews with the learners, identifying career progression and work placement choices.
- Liaise with teaching staff and attend weekly meetings with the lead tutor to discuss progress and create a bespoke learner journey, that includes completing Individual Learner Plans (ILPs).

- Responsible for carrying out home visits when necessary to maintain attendance.
- Networking with other agencies, parents and carers involved in supporting individual learners.

Success will look like:

- Learners achieve good attendance.
- 100% of all learners will have regular reviews, enabling them to look at progress and discuss career options and work placement preferences.

2. Supporting learners on their work experience placements – helping to keep them motivated and engaged in the placement and that they get the maximum possible benefit from it.

To achieve this, our Recruitment and Progression Officer will:

- Work with our learners to match them to the right placement, preparing them for it, and then supporting them through it with site visits and regular check-in sessions to review their progress.
- Supporting the placement providers – helping them to understand the role they need to play in supporting each student’s development whilst on their placement.

Success will look like:

- A record of at least 80% student attendance at their work placements during the year (and attendance records which are 100% accurate every week).
- At least 80% of our learners confirming that they feel more confident and prepared for the world of work after finishing their studies.

3. Supporting our learners to prepare for life after their learning programme with us – helping them to identify and secure a positive destination, e.g. sustained employment, further education or training.

To do this, our Recruitment and Progression Officer will:

- Work with the emerging network of local employers they have established to identify any permanent employment opportunities they can offer to our graduating learners.
- Deliver weekly small group sessions aimed at preparing learners for their future. These could involve guest speakers, partner agencies or in house enrichment activities. Examples could include; educational visits off site, first aid, sexual health, drug and alcohol awareness, job club, employability workshops, etc.

- Establish close links with other partner providers who can also offer support and other information, advice and guidance (IAG) to our learners (e.g. local employability networks, NEET prevention groups, recruitment agencies, FE Colleges, etc.)

Success will look like:

- An increase in the number of learners securing a positive destination after their time with us.

4. Contributing to the overall success of the Catch22 College:

To do this, our Recruitment and Progression Officer will:

- Share our vision and values – they will help us to create a culture of trust and respect between all staff and all learners, where learners are treated as young adults who need some support to prepare for independence and for the world of work,
- Be flexible and ready to get stuck in! – The Catch22 College: team is small, but aspires to be the best. For this reason, every members of the team must be committed to working collaboratively flexibly, sometimes covering each other or going the extra mile to have the best possible impact for our learners.

Organisational Relationships

Our Recruitment and Progression Officer will:

- Report directly to the Catch22 College: Centre Manager
- Work in close collaboration with the rest of the College team, currently comprising a Lead teacher, Teacher, Tutors, Teaching Assistant and Administrator
- From time to time, work in partnership with other Catch22 staff across the country focused on securing young people work experience placement on other progression opportunities, to share best practice, lessons learned, etc.

Catch22 College Recruitment and Progression Officer: Person Specification

COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATION	<p>At least a Level 2 Qualification in English and Maths.</p> <p>Full driving licence and the use of a car for work purposes.</p>	<p>A recognised IAG qualification, or a willingness to work towards one.</p> <p>Health & Safety qualification.</p> <p>Level 2 Teaching Qualification (PTTLSs or equivalent).</p>	<p>Certificate</p> <p>Interview</p>
KNOWLEDGE/ EXPERIENCE	<p>A minimum of two years working in an education or vocational training setting, or demonstrable knowledge of the challenges of working in such a setting.</p> <p>Experience of working in an inter-agency setting role, and/or a demonstrable understanding of how to operate successfully in such a complex environment.</p> <p>A minimum of two years of learner and employer engagement experience, or demonstrable knowledge of best practice in respect of engaging with learners and employers.</p> <p>Experience of working with disengaged or hard to reach young people</p>	<p>Good knowledge of the local economy and the labour market</p> <p>Good knowledge of local further and higher education providers</p> <p>Experience of working with disengaged or hard to reach young people aged between 16 and 19 years old.</p>	<p>Interview</p>

	<p>Good practical knowledge of common ICT software packages, especially MS Office (Word, Excel, PowerPoint, Outlook, etc.).</p>		
SKILLS & ABILITIES	<p>Able to engage, inspire and motivate young people to be at their best.</p> <p>Strong communication and engagement skills. Able to form strong connections with professionals and other partners and to motivate them to work collaboratively in the best interests of our learners</p> <p>Able to use their own initiative to meet targets.</p> <p>Proven experience of engaging with appropriate stakeholders for recruitment and progressions</p> <p>Proven track record of placing students on work placements with progression</p> <p>Proven track record of progressing students onto sustained destinations within employment and education</p>	<p>Previous experience of completing ESF or similar paperwork</p> <p>Previous experience of ESF or similar programmes</p>	Interview
OTHER	<p>Willingness to travel quite frequently within the local area, and occasionally further afield, sometimes with overnight stays</p> <p>Willingness to work additional hours from time to time when there is a need to 'get the job done'.</p> <p>Commitment to upholding and promoting Catch22's values</p>		Interview

	Commitment to promoting quality in every way, and to celebrating the diversity of our learners, staff and partners.		
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