

Kent County Council  
Job Description: Engagement and Progression Officer

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<b>Directorate</b>	Children, Young People and Education
<b>Unit/Section</b>	Community Learning and Skills Kent Training and Apprenticeships
<b>Location</b>	Kent – all areas
<b>Grade</b>	KR7
<b>Responsible to</b>	Curriculum Leader

**Purpose of the Job:**

To recruit and engage people onto education programmes for young people and provision for learners with high needs within Kent Training and Apprenticeships. Provide impartial information, advice and guidance to ensure the right programme is offered to maximise retention and achievement. To support their progression to Traineeships, Apprenticeships, employment, further training or education. Engage employers to provide a high quality work experience to meet the relevant learning aim of the programmes.

**Accountabilities:**

1. Promote the Community Learning & Skills - Kent Training & Apprenticeships, Study Programme, Supported Internships, Traineeships and Apprenticeships offers, through direct and indirect marketing across Kent and Medway to target audiences. Enable learner engagement through effective working relationships with partners, schools, further education and work-based learning/training providers.
2. Meet agreed targets towards Key Performance Indicators for learner engagement, employer work experience and progression. Comply with all organisational, funding and stakeholder procedures, service level agreements, processes and requirements.
3. Attend promotional events across Kent and Medway to provide information on CLS/KT&A's programmes to potential applicants and all stakeholders.
4. Present information sessions to potential applicants, ensuring all applicants have the relevant information regarding appropriate programmes.
5. Participate in the delivery of the induction programme and the initial assessment process, ensuring all initial assessment results are recorded accurately.
6. Initiate, develop and maintain effective working relationships with employers. Provide high levels of customer care and responsiveness.
7. Set up employer work placements using effective time management of route planning and call planning to maximise learner, partner and employer engagement.

8. Ensure employers receive required level of to arrange work experience through face to face and telephone contact. Keeping accurate and up-to-date records of all engagement and promotional activities undertaken.
9. Contribute to the learner 1-1 reviews, meetings and case conferences to ensure learners receive appropriate support to achieve and progress.
10. Participate in Continuing Professional Development activities as directed by management and to comply with funding agencies and regulatory bodies.

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### Person Specification: Engagement and Progression Officer

The following outlines the essential criteria for this post. All applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe how they meet these criteria in their application.

	<b>ESSENTIAL</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• L2 Functional Skills or equivalent in English and maths</li><li>• Information, Advice and Guidance Level 3 or equivalent</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven track record in promotion and marketing.</li><li>• Effective partnership working with learners, employers and partners.</li><li>• Working with young people aged 16-18 specifically those Not in Education, Employment or Training (NEET)</li><li>• Delivering information, advice and guidance, job search and employability support.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills to recruit and motivate young people</li><li>• Ability to engage and negotiate high quality work experience opportunities with employers</li><li>• Good presentation and influencing skills</li><li>• Good organisational and administrative and ICT skills</li><li>• Ability to use ICT to input data and maintain records using internal data-base systems</li><li>• Ability to work to deadlines within a target-driven organisation through set key performance indicators</li><li>• Ability to work effectively unsupervised</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Good understanding of education programmes for young people and learners with high needs.</li><li>• Gatsby Benchmarks</li><li>• Apprenticeships and other government funded initiatives aimed at 16-18 year olds</li><li>• High level of awareness of local partners, employers, youth agencies, further education providers and other progression pathways</li></ul>
<b>OTHER</b>	<ul style="list-style-type: none"><li>• Customer focused.</li><li>• 'Can do' approach.</li><li>• Committed to the personal and social development of young people.</li><li>• The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential.</li><li>• Willingness to cover occasional weekend or evening events.</li></ul>
<b>VALUES</b>	<ul style="list-style-type: none"><li>• Be open</li><li>• Invite contribution and challenge</li><li>• Be accountable</li></ul>