

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1489F: Work Experience & Industry Placement Coordinator (Construction & Building Services)

SALARY

£31,957-£33,183 per annum

GRADE

CSS Scale 7

HOURS

37.5

REPORTING TO

Assistant Principal – Construction & Engineering

DEPARTMENT

Construction & Engineering

LOCATION

Lincoln

BE READY...

Job Purpose:

This is a one-year fixed term secondment to coordinate, create, develop and monitor industry placements and work experience opportunities for learners across Construction and Building Services in relation to the Construction Industry Placement Funding.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To ensure that all Industry Placements/WEX requirements set out within the funding guidelines are adhered to, auditable and meet the needs of the learners individually.
2. contribute to achieving departmental and college KPIs relating to industry placements, learner participation, employer engagement and funded outcomes.
3. Support all construction learners in scope to obtain the knowledge required for successful completion of the required construction tickets needs to be placed on site.
4. To maintain accurate placement data, evidence, and records to support ILR, MIS, audit and funding assurance requirements.
5. To prepare and produce regular reports on placement activity, learner participation, employer engagement, compliance, and performance measures.
6. To maintain and monitor the central industry placement tracker, ensure learner, employer, and placement records are accurate, compliant, and up to date.
7. To match learners with suitable placement opportunities that meet curriculum requirements, learner aspirations, and industry needs.
8. To coordinate placement documentation, employer due diligence, compliance checks and placement agreements in accordance with college and funding body requirements.
9. To monitor learner attendance, placement hours, progress and completion, maintaining accurate records and evidence of participation.
10. To liaise with employers, learners, Curriculum Leads and other College staff to support successful placement outcomes and address any barriers to completion.
11. To identify, escalate and support the resolution of risks relating to learner engagement, attendance, employer capacity, or placement delivery.
12. To develop and maintain employer relationships, secure new placement opportunities, and sustain employer pipelines across curriculum areas.
13. To work collaboratively with large contractors, SMEs and local supply chain organisations to increase placement capacity and employer engagement.
14. To support the delivery of social action projects, group placements, and alternative placement models where appropriate.
15. To actively implement the College's Equal Opportunities Policy throughout all personal contacts within the College and with external stakeholders.
16. To maintain professional standards and expertise through relevant continuing professional development.
17. To comply with and promote Health and Safety requirements relevant to the post.
18. To contribute to safeguarding and promoting the welfare of children and vulnerable adults wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	GCSE English and Mathematics Grade C/4 or above (or equivalent).	A/I
2	Level 3 or above qualification in a related subject area.	A/I
3	Knowledge of work experience, industry placements, employer engagement, and associated funding/compliance requirements.	A/I
4	Knowledge of safeguarding, health and safety, and risk management principles with knowledge of SEND and inclusive support practices.	A/I

	Skills/Abilities – Interpersonal	PSM
5	Excellent communication skills, with the ability to engage effectively with learners (including those with SEND), employers and colleagues at all levels.	A/I
6	Strong organisational skills, with the ability to prioritise workloads, manage multiple tasks and meet deadlines.	A/I
7	Commitment to delivering high-quality customer service and positive learner outcomes.	A/I
8	Ability to work independently and collaboratively, identifying issues, proposing solutions and escalating risks where appropriate.	A/I

	Experience	PSM
9	Experience of coordinating projects and activities with multiple stakeholders.	A/I
10	Experience of working with employers, learners, and external partners.	A/I
11	Experience of building and maintaining effective professional relationships.	A/I
12	Experience of maintaining records and producing performance reports.	A/I

	Work Related Circumstances	PSM
13	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
14	Ability and willingness to work flexibly.	A/I

	Skills/Abilities - Other	PSM
15	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
16	Ability to actively promote equality, diversity and inclusion across all aspects of Construction and Building Services.	A/I
17	Ability to travel across sites and delivery modes.	A/I

Prepared By:	Paul Gregory – Assistant Principal – Construction & Engineering
Date:	August 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

