

**Job Title: Employability and Futures Coordinator**

**Reports to: College Leadership Team**

**FTE: 35 hours per week, term time + 2 weeks**

**Location: Orpington**

**Salary: £25,300-£30,000 FTE depending on skills and experience. (actual £21,631 – £25,649 per annum)**

Are you interested in working for an organisation making a real difference to the lives of young blind and partially sighted people?

At the Royal Society for Blind Children we believe every blind young person should have the chance to live life without limits. Our values of Trust, Energy, Ambition, and Motivation underpin everything we do, and by giving young people the essential skills to take control of their life, they can unleash their true potential.

We are looking for a Futures Co-ordinator to lead and arrange employability events and work experience opportunities at RSBC’s Dorton College.

The main purpose of the role is to:

* Implement and manage work experience placements or work-related learning for students
* Deliver 1-1 and group sessions
* Undertake risk assessments and visits to work placements and external companies with the aim of assessing suitability prior to placement.
* Ensure all related paperwork including planning, tracking student staff and employer feedback is collated, and reported on
* Provide information regarding students meeting their EHCP or college targets and objectives and contribute to designated elements of the Ofsted Education Inspection Framework

You will need to have a degree or equivalent relevant qualification as well as a minimum of a level 2 qualification in English and Maths. Candidates must have knowledge and understanding of the impact that vision impairment can have on wellbeing and strategies to help in overcoming this. Experience in providing CIAG or delivering futures/employability sessions is essential. It would suit candidates who have delivered employability in an education setting or have support employment in a community support environment.

In return we offer a competitive range of benefits including Employee Assistance Programme, Perkbox, 3% contribution towards pension, access to 24/7 GP, mental health care and dental advice via apps if member of pension scheme, season ticket loan. We are a welcoming, diverse and inclusive workforce and are a Disability Confident Employer. We also hold the Investors in People Silver Award.

**For further details on the role, please refer to the Job Description and Person Specification.**

<https://www.rsbc.org.uk/work-for-us/>

**Please apply by emailing your CV and a supporting statement which details how you meet the requirements of the role and person spec to** **recruitment@rsbc.org.uk**

**Closing date: Apply asap – we will consider applications as they are submitted.**

**To apply you will need to have the right to work in the UK. We do not provide any sponsorship.**

The Society is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Therefore, all posts are subject to an Enhanced Disclosure check from the Disclosure and Barring Service and 2 satisfactory professional references. Registered Charity No.307892