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| **Job Title** | Placement Career Coach |
| **Service** | Careers and Student Enterprise – Placements Team |
| **Grade and Salary Range** | Starting from £38,022 per annum, inclusive of London Weighting |
| **Location** | Docklands campus |
| **Reporting to** | Placements Manager |
| **Liaison with** | University staff, students, and external bodies as required |
| **Contract type** | Permanent |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

This role is based in the Career and Student Enterprise Service which is the career, employability and enterprise nucleus of the University of East London. The goal of the service is to support every student to achieve academically, gain the skills for the 21st century workforce, and build direct pathways to employment. The service’s mindset has innovation and creativity at its core. In order to improve progression, retention and graduate outcomes, the service utilises cutting edge technology and research, which has shown impact on our students’ satisfaction, behaviour and outcomes. This is a one-of-a-kind department with highly motivated staff and a high level of quality within the products produced.

**JOB PURPOSE**

You will source and secure high-quality work placements for postgraduate students across the **School of Business and Law** (MBA, LLM, International Business Management) and the **School of Architecture, Engineering, and Computing** (Engineering, Computing) programmes, creating opportunities that build employability skills and career readiness. Managing the end-to-end placement process, you will support students with preparation, guidance, and resources to help them thrive in the workplace.

Collaborating closely with academics, employers, and students, you will maximise placement opportunities, meet the needs of all stakeholders, and ensure every placement aligns with programme requirements, university standards, and industry expectations. By connecting placements to individual career goals, you will help students build confidence, develop workplace skills, and gain meaningful professional experience.

You will also track and evaluate placement quality and outcomes, using insights to drive continuous improvement and enhance the overall impact on student employability and career readiness.

**KEY DUTIES AND RESPONSIBILITIES**

* To source, administer, and oversee work placement activities for postgraduate students.
* Deliver engaging employability workshops that prepare students for placements, equipping them with the skills, confidence, and knowledge to succeed, while keeping up to date with labour market trends to ensure advice is current and relevant.

* Proactively build relationships with employers to secure meaningful placement opportunities that enhance students’ employability and career development.
* Work closely with employers to ensure placements provide meaningful, high-quality experiences that meet programme requirements and support student development.
* To facilitate the full recruitment cycle, including advertising opportunities to students, shortlisting candidates, screening applicants, briefing candidates face to face and over the Teams, arranging interviews, providing feedback and making offers.
* Conduct mock interviews and review applications, providing constructive feedback to help students identify areas for development and build confidence in securing placements.
* Ensuring that all contractual paperwork is completed by students, employers, and academics including pre-placement visit reports. To use the UEL Employment Hub platform to facilitate the process.
* To monitor placements responding promptly to student and employer enquiries or issues.
* To liaise with students, employers, academic, and support staff to ensure that all of their needs are being met and that the placement is compliant.
* Work collaboratively as a proactive team player, contributing ideas, supporting colleagues, and helping to deliver the best outcomes for students
* Foster lasting partnerships with employers, creating ongoing opportunities that enhance students’ employability and career progression.
* To undertake any other duties at the request of your line manager that are commensurate with the post.

The duties and responsibilities outlined above provide a general overview of the range of tasks that a Placement Career Coach at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* **Experience using a CRM platform** to manage and track student placement applications, employer contacts, and progress, including keeping up-to-date records of one-to-one interactions with students.
* **Proven administrative skills** using Microsoft Office applications, including Word and Excel, PowerPoint to support placement processes efficiently.
* **Experience working in a careers or job coaching capacity**, providing guidance and support to students on applications, interviews, and employability development.
* **Results-driven and target-focused**, with a track record of meeting placement targets and supporting positive student outcomes.
* **Ability to work across an organisation**, building strong internal relationships to facilitate collaboration and smooth delivery of placement programmes.
* **Experience building and maintaining relationships with external organisations**, responding effectively to multiple stakeholders to create high-quality placement opportunities.
* **Experience sourcing, administering, and managing placement opportunities** for students, preferably within a higher education environment.
* **Proven ability to deliver engaging employability sessions**, both in groups and one-to-one, preparing students for applications, interviews, and successful placement outcomes.
* **Guide students to placement success**, recognising the specific needs of international students but open to candidates experienced with any student group, providing tailored support to boost confidence, skills, and employability.
* **Be a proactive team player**, contributing ideas, supporting colleagues, and working collaboratively to enhance student placement and employability outcomes.

**Desirable**

* **Proven experience in** business development, successfully identifying and engaging employers to create high-quality, meaningful placement opportunities.
* Experience as an Information Advice Guidance or career’s practitioner, providing expert guidance and support to students on employability, placement success, and career development

**COMPETENCIES REQUIRED**

* **Highly organised and proactive**, with the ability to plan, prioritise, and manage multiple tasks and resources effectively while maintaining high standards and attention to detail.
* **Collaborative team player**, able to support colleagues during peak periods and contribute to a positive, solution-focused working environment.
* **Creative and resourceful problem solver**, using initiative to identify practical, innovative, and effective solutions to challenges.
* **Excellent communication skills**, both verbal and written, with the ability to convey complex information clearly, accurately, and with confidence to diverse audiences.
* **Discreet and trustworthy**, capable of handling confidential or sensitive information with professionalism and integrity.
* **Inclusive and culturally aware**, demonstrating a strong commitment to equality, diversity, and supporting students from diverse and international backgrounds.
* **Student-focused and results-driven**, with the ability to motivate and guide students towards successful placement outcomes and enhanced employability.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential**

* Educated to A-level standard or equivalent qualification

**Desirable**

* **Educated to degree level or equivalent**, with
* Have Information, Advice & Guidance (IAG) qualification, or career coaching is highly desirable.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!