

# Placement Coordinator

## Job Description

### The Role

<b>Job title:</b>	Placement Coordinator
<b>Department:</b>	Academic Services
<b>Responsible to:</b>	Head of Enterprise and Employability
<b>Location:</b>	RAU Campus, Cirencester
<b>Salary:</b>	Grade 5: £26,707 to £31,326 (dependant on experience)
<b>Term:</b>	Permanent, full-time
<b>Relationships with:</b>	Students, academics and professional service staff, employers/placement providers and external professional bodies.

### Purpose

The Placement Coordinator plays a key role in the design, coordination and quality assurance of student work placements, supporting both short-term and year-long placements. The postholder works independently to manage complex placement processes, support students' professional development, and build effective relationships with employers and academic colleagues to enhance student outcomes and meet curriculum, regulatory and health and safety requirements.

### Key Responsibilities

#### 1. Placement Management

- Coordinate the end-to-end placement process, including advertising roles, managing placement submissions and tracking progress.
- Ensure all documentation (tri-party agreement, H&S forms, risk assessments, insurance) is completed accurately and in a timing manner.
- Organise a schedule for check-in calls to students on work placement and conduct an initial meeting with all students, and escalate to colleagues as required.
- Act as the first point of contact for placement-related queries, resolving issues independently and escalating complex or high-risk cases as appropriate.
- Proactively identify gaps or risks in placement provision and implement solutions.

#### 2. Student Support & Guidance

- Advise students on placement opportunities, application processes, and employability skills.
- Organise and deliver workshops and one-to-one sessions required to help prepare a student for their work placement.

- Create, maintain and develop relevant online resources such as VLE, career platforms and interactive maps.

### **3. Employer Engagement & Relationship Management**

- Work collaboratively with the Employer Engagement Officer to develop and sustain relationships with local, national and international placement providers.
- Assess the suitability of placement opportunities to ensure alignment with academic, professional and health & safety standards.
- Acting as the University's lead contact for placement providers.
- Negotiate placement arrangements and resolve complex issues involving multiple stakeholders

### **4. Compliance & Quality Assurance**

- Monitor placements to ensure they meet academic standards and health and safety requirements.
- Collect, analyse and evaluate feedback from students and employers to inform continuous improvement of placement provision.
- Contribute to the development and review of placement policies, procedures and guidance.

### **5. Promotion & Communications**

- Produce and disseminate promotional materials (print and digital) highlighting placement initiatives as well as student and alumni success stories.
- Ensure all materials align with University branding and messaging and content meets accessibility and inclusivity standards.
- Work closely with colleagues to include our placement activities, data and success stories in recruitment activities including marketing materials, open days and offer holder days.

### **6. Data, Reporting & Continuous Improvement**

- Maintain accurate records of student engagement using relevant CRM such as TargetConnect.
- Maintain accurate records of placement activity and produce reports for internal stakeholders.
- Contribute to regular team reviews, using data and feedback to enhance the service and student offering relating to placements.
- Share good practice and make recommendations to improve employability provision.
- Analyse placement data and feedback to produce evaluative reports and recommendations for service enhancement and strategic planning.

### **7. Professional Development & Representation**

- Engage in relevant training and professional development to maintain knowledge of best practice in work-based learning and placements.
- Act as an ambassador by attending external meetings and national conferences to actively network and promote the University and its students.

- 8.** Undertake other duties as reasonably requested by the Head of Department. This will include supporting colleagues in the wider Enterprise and Employability team and due to the nature of our social enterprise project, may include heavy lifting at times.

## **General responsibilities:**

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

## Person Specification

<b>Qualifications</b>	<b>Essential (E) or Desirable (D)</b>	<b>Measured by;</b> A – Application form B – Interview C - Presentation
Educated to degree level or equivalent relevant experience	E	A
Professional qualification or training in careers, employability, work-based learning or a related area	D	AB

<b>Knowledge, Skills &amp; Experience</b>	<b>Essential (E) or Desirable (D)</b>	<b>Measured by;</b> A – Application form B – Interview C - Presentation
Experience of coordinating or supporting work placements, internships, employability activity or work-based learning in a higher or further education or comparable professional setting.	E	AB
Experience of providing advice and guidance to students or clients on opportunities, application processes or professional development	E	AB
Knowledge of health and safety, safeguarding and risk assessment principles relevant to work placements.	E	AB
Experience of managing administrative processes accurately, meeting deadlines and maintaining detailed records.	E	AB
Excellent interpersonal and communication skills, with the ability to build effective working relationships with students, academic colleagues and external partners.	E	AB
Ability to exercise sound judgement and initiative when resolving issues, identifying risks and determining appropriate actions within agreed policies and procedures.	E	AB
Strong digital skills, with the ability to use databases, CRM systems, VLEs and Microsoft Office applications to manage data, produce reports and develop resources.	E	AB
High level of attention to detail and commitment to quality and compliance.	E	AB
Professionalism and resilience when managing sensitive or complex student situations	E	AB
Ability to design and deliver workshops or group sessions	D	AB

## Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.

- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- Informal enquiries can be made to Katy Duke, Head of Enterprise & Employability:  
Katherine.Duke@rau.ac.uk
- **Closing date:** Tuesday 24 March 2026 with **Interviews on:** 07 April 2026
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to [Human.Resources@rau.ac.uk](mailto:Human.Resources@rau.ac.uk) so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.**