

Job Vacancy at Cognitive Paths
Work Placement & Project Coordinator

About Cognitive Paths

Cognitive Paths is an exciting social enterprise with the mission to promote the entry of minority-led enterprises into the mainstream of economic activity.

As a third-sector company we aim to lead positive change in society. We do this by enabling meaningful participation from underrepresented groups in education and business. Our approach encourages disadvantaged groups to aspire, apply, enter and succeed.

About the role

As Work Placement & Project Coordinator you will report to the Operations Support and Communications Liaison. You will be responsible for supporting and coordinating our Work Placement Program across schools, colleges and the public sector. You will work with other Project Managers to identify roles for the students, and liaise projects for them to produce. You will be available to support them in the delivery of their projects, to help them develop in their roles and maintain a progress report.

Our placements program aims to support our organisation to increase its capacity through providing meaningful work experience opportunities whilst developing our quality assurance process in website, social media, marketing, communication, graphic design and project management placement standards.

You are not required to have an in-depth knowledge of these areas, as students will receive specific training from relevant consultants. However, a broad and working understanding of these skills competency standards would allow you to delegate tasks to the students effectively.

This is an office role with some remote working hours. Because of this, the ideal candidate would be based in the South-West.

Hours: 12 hours per week, 10-month contract with the opportunity for renewal, including a 2-month probation period

Pay: Real Living Wage rising from Minimum wage after completing a successful probation period

Key Responsibilities

- Being the first point of contact for work placement students undertaking a placement with us as part of their T-Level qualification
- Helping to organise the students' workloads, liaising with other project leads to find areas of work that the students can support with, identify deadlines and distribute tasks to students
- Support and mentor the students, encouraging qualities such as initiative and independent working
- Developing a competency standards framework
- Coordinating the work placements as a whole, eventually liaising with the college team and tutors to identify new opportunities and students
- Work with the students as a micro-team which supports the wider team
- Involvement with other projects within the organisation in addition to the Work Placement coordination once it's been established.

Person Specification

- Experience in project management, planning, implementation, performance management and evaluation
- Experience in managing/coordinating people, projects and themselves.
- Some experience working with or managing young people
- Knowledge of the BAME business and voluntary sector and community enterprise organisations in Bristol
- Familiarity with Bristol and its surrounding areas
- Shares the core ideals of the organisation
- Excellent interpersonal, presentation and communication skills (written and verbal)
- Excellent computer skills (specifically Google Suite) and the use of technology to communicate and build relationships.
- Experienced with remote working.

Please fill out the application form and submit to support@cognitivepaths.co.uk along with an up to date CV by 9am on the 26th October.

Interviews will take place from the 29th October with a view to starting the role on the 2nd November 2020.