

JOB DESCRIPTION

This job description is not definitive or restrictive and will be subject to periodic reviews.

POST TITLE: STUDENT PLACEMENT OFFICER

RESPONSIBLE TO:	Operations Manager
RESPONSIBLE FOR:	European student work placements and programmes
LOCATION	Foyle International, 72 Great James St. BT48 7DE (Office based)

Overview

Working within our small but growing team you will liaise with small, medium and large employers to source suitable placements for international students in the Derry and Donegal area. Foyle International has clients all over the world and deals with a large number of students each year, mainly from European countries.

The role will require you to co-ordinate other programmes for international students involving employers, organizations, charities, agencies and training agencies.

This role will also involve supporting the placements in the Foyle Dublin office (remotely) and may occasionally involve travelling to Dublin to meet with companies when/if required. There will also be times when you may be required to travel to the Dublin office to meet with student groups.

The ideal candidate will be someone with strong communication skills, good organizational skills and the ability to work in a fast-paced and international environment as part of a small team. This role requires someone who can work under pressure, who can problem-solve and has the ability to take initiative.

Purpose of the job:	Ensuring the smooth running and administrative aspects of Work Placement Programmes at Foyle International.
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Hours of work:	The employee's working week will consist of <u>35 hours from Monday to Friday 9-5pm.</u> This role is office-based
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Salary:	£24,000
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Annual Leave:	Entitlement to annual leave is 30 days in a full holiday year including public/statutory holidays.
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KEY RESPONSIBILITIES

- To work with companies, agencies, colleges and other such organizations to source suitable work placements for our international students
- Research, cold-call and visit new and existing work placement companies around Derry and Donegal.
- To build and maintain a database of sustainable relationships with employers and local organizations
- Maintain and develop a database of company profiles
- Analyse student profiles, CVs, and work experience to best match them to a suitable work placement
- To organize programmes for groups involving local employers, companies and organizations (such as educational study visits)
- Maintain professional relationships with new work placement companies and strive to develop and expand the placement service
- Conduct professional “Pre-Arrival” meetings online to new students/groups
- Conduct Induction Meetings on the first day of student/group arrivals to Foyle International to provide them with a warm welcome and information regarding their work placement
- Monitor and evaluate students on work placements to ensure student and company satisfaction and produce reports on student progress
- Liaise with the wider Foyle team to help manage the operations of each student group i.e. airport transfers, cultural excursions etc.
- Administrative duties relating to the role i.e. student induction letters, student certificates, general project paperwork

Other General Responsibilities

- Assist with arrivals (meet and greet) of your allocated groups/individuals, when required
- Attend team meetings
- Be willing to work as part of a team to cover for other staff in times of absence

THE IDEAL PERSON

Essential

- Minimum English & Maths GCSE grade C or above (or equivalent)
- Strong verbal and written communication skills
- Self-starter with the ability to take initiative
- Cold calling experience
- Knowledge of the local business eco-system
- Ability to work within part of a team
- A track record of working with targets within a B2B sales environment
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Desirable

- Full driving licence and a car to travel to company sites (including Donegal)
- Degree level education (or equivalent)

- 2nd European language
- Knowledge/experience of EU and Erasmus+ funded programmes
- Proven experience in developing and maintaining commercial employer relationships
- Experience in dealing with customers/students from other countries outside of Ireland/UK

Foyle International is committed to the promotion of Equality of Opportunity in accordance with the Northern Ireland Act 1998 Section 75.

Under the provision of the Protection of Children and Vulnerable Adults NI Order 2003 this post is deemed to be a childcare position.