

**Role Profile:** Work Placement Officer

**Reports to:** Nicolette Campbell, Head of Programmes & Design

**Salary:** £26,000 - £28,500

**Contract Type:** Fixed-Term – 12 months

**Location:** Hybrid/Minimum 3 days per week in our Manchester office.

#### **About us:**

At RISE UP, we don't just tackle youth unemployment; we confront the systems that create it.

We are a lived experience-led movement on a mission to disrupt the status quo and challenge the idea that talent only lives in certain postcodes or backgrounds. We support young people aged 16–30 who are furthest from the labour market, including care-experienced young people, those facing exclusion, mental health challenges, or socio-economic disadvantage.

From mentorship and peer-led coaching to employer-designed programmes and real-world placements, we build individualised, relational and strengths-based journeys into meaningful employment. We're proud to work in partnership with bold employers who are serious about making their industries more inclusive - not just ticking boxes.

#### **Role overview:**

We believe that when employers do better, young people do better and this role is at the heart of that.

As our Work Placement Officer, you'll play a pivotal role in unlocking meaningful opportunities across Greater Manchester and beyond. You'll help generate and coordinate work placements, internships, apprenticeships and jobs and ensure they're more than a tick-box exercise. You'll help ensure young people are seen, supported and set up to thrive.

You'll work hand-in-hand with our delivery team to match young people with the right roles and with our employer partners to co-design placements that feel genuinely accessible and future-facing.

## Key Responsibilities:

### Placement Sourcing & Co-ordination

- Develop and manage a pipeline of high-quality placements across sectors such as (Link to pathways groups here)
- Match young people with opportunities that align with their goals and potential.
- Support employers to co-create inclusive, youth-friendly job descriptions.
- Provide ongoing support and troubleshooting during placements.

### Employer Engagement & Relationship Building

- Identify and engage employer partners who share our values around access and equity.
- Help business meet their social value priorities and EDI goals by connecting them with diverse young talent.
- Encourage employer involvement in mentoring, workshops and #RISEDAY our annual fundraising and visibility event.
- Represent the charity at networking events, conferences, and forums to raise awareness and build new partnerships.
- Actively contribute to our employer movement that goes beyond CSR and into culture change.

### Internal Collaboration

- Collaborate with the delivery team to ensure smooth transitions between programme completion and placements.
- Feed sector insights back into programme development to improve job readiness and alignment.
- Attend weekly team meetings and strategy sessions.

### Monitoring & Reporting

- Maintain up-to-date records using our CRM (Salesforce) and placement logs.
- Track placement performance, collect feedback and support continuous improvement.
- Contribute to reporting for funders, stakeholders and internal learning,

## Person Specification:

### Essential:

- **Communication:** Excellent verbal and written communication skills, including the ability to present information effectively, both in person and in writing.

- **Public Speaking:** Ability to promote the brand with confidence to present to young people and employers in a formal setting
- **Organisational:** Strong administrative and organizational skills, with the ability to manage multiple placements and deadlines.
- **Interpersonal:** Ability to build and maintain positive relationships with young people, employers, and colleagues.
- **Problem-solving:** Ability to identify and resolve issues that may arise pre, during and post placements.
- **Networking:** Strong networking skills to develop and maintain relationships with employers.
- **IT Proficiency:** Proficiency in using relevant software, IT systems and social media platforms
- **Self-Motivation:** High level of self-motivation and initiative ensuring deadlines and KPI's are consistently achieved.
- **Flexibility:** Ability to adapt to changing circumstances and priorities.
- **Teamwork:** Ability to work effectively as part of a team.
- **Commitment:** Commitment to providing a high-quality service

#### **Experience:**

- **Experience in Employability:** Demonstrated experience working in an employability and or employer engagement sector.
- **Working with Students:** Experience working with young people, including those with diverse needs.
- **Working with Employers:** Experience in engaging with employers and building relationships to secure placements.
- **Placement Experience:** Experience in managing and coordinating work placements, especially paid opportunities.

#### **Other:**

- **Training:** Willingness to undertake further training and development.
- **Safeguarding and Diversity:** Commitment to upholding safeguarding, equality, diversity, and inclusion policies.

#### **Desirable:**

- **Driving Licence:** Ability to drive and access a car for visiting employers and students on placements.

- Understanding of social value frameworks and inclusive hiring strategies.
- Experience designing or co-ordinating workplace opportunities for underrepresented groups.
- Lived experience or strong understanding of the barriers young people face when trying to access employment.

#### What you'll get from us:

- A chance to drive real social-change and be part of a movement that's rewriting the future of work.
- A values-driven team who are bold, honest, and unapologetically committed to young people.
- Ongoing CPD, sector training and development support.
- Flexible working, wellbeing focus and a collaborative culture rooted in lived experience.