

BCPC Placement Co-ordinator Job Description

Part time – 6 hours per week
Salary: £12 per hour

Overall purpose

To bring new placements onto the BCPC Placement list and provide a point of contact for students and agencies and to deal with the relevant administration and liaison necessary to carry out these functions.

Duties and responsibilities

- 1 To liaise with agencies who have contacted BCPC in order to get new placements on the list
- 2 To determine whether agencies meet criteria and where necessary meet with providers, and check suitability with the first year Diploma tutors
- 3 To liaise with the office to add the agencies to the list and publicise on the website
- 4 To build relationships with agencies, to ensure smooth operations
- 5 To be involved with new organisations that are thinking about setting up placements for the first time and support them with this
- 6 To respond to student queries and support them with application forms and interview preparation
- 7 To visit Foundation Groups to give placement information and Q & A
- 8 To assist the office with annual placement audit
- 9 To support students with application and interview process
- 10 To comply with all BCPC's policies and procedures
- 11 To keep a Timesheet and liaise with the Finance Manager regarding all financial transactions