

Job Description

Position / Job Title:	Placement Coach
Ref:	513
Location/Building:	Talbot Campus, Lansdowne campus
Faculty/Professional Service:	Student Services
Group/Section:	Employability & Skills
Normal Hours per Week:	37 hours per week (1 FTE).
(Some flexibility will be required in order to ensure that key time scales and deadlines are met).	
Grade:	5
Accountable to:	Senior Placement Coach

Job Purpose

At Bournemouth University, our belief is that every student possesses the potential for a fulfilling and successful learning and career journey. Our Employability and Skills team are dedicated to empowering individuals to navigate the professional landscape with confidence and purpose. Our mission is to provide individually tailored information, advice and guidance that helps our students explore their unique strengths, set ambitious career goals, and achieve sustainable success. With a commitment to excellence, integrity, and a deep understanding of the ever-evolving graduate job market, we strive to be catalysts for positive change in the lives of those who choose to study with us.

Job Purpose:

- To provide tailored support and guidance for students through their placement lifecycle - before during, and after both short- and long-term placements, helping them to navigate the placement experience and maximise their personal, academic, and professional development.
- To ensure placement compliance by conducting pre-placement checks, including health and safety, risk assessments, and documentation, in line with university policy and external regulatory requirements.
- To contribute to the continuous improvement of placement provision by monitoring and reporting on student placement outcomes, analysing feedback and collaborating closely with colleagues across the Employability & Skills team and wider university stakeholders to inform best practice.

Main responsibilities:

Student Placement Support & Development

1. Provide one-to-one and group coaching to support students throughout the placement lifecycle—before, during, and after—focusing on personal, academic, and professional development.
2. Guide students in setting placement goals, reflecting on their experiences, and identifying transferable skills to support their future employability.
3. Support students in overcoming placement-related challenges, including integration into the workplace, understanding expectations, and managing feedback constructively
4. Organise and carry out a self-directed programme of professional placement visits, in consultation with the faculty and Senior Placements Coach, to ensure students, employers, and academic staff are fully supported throughout the placement experience

5. Monitor student engagement and attendance during placements, intervening as needed by providing appropriate support and signposting, and escalating concerns to the Senior Placement Coach when issues may affect the placement experience or successful completion.
6. Attend progress reviews where appropriate to support a successful placement experience for all stake holders

Placement Compliance & Quality Assurance

4. Conduct thorough pre-placement checks, including risk assessments, health and safety evaluations, and ensuring appropriate documentation is completed and stored in line with university and legal requirements.
5. Maintain accurate records of placement activity, ensuring all placements meet internal policies and external regulatory frameworks (e.g., HSE, professional bodies).
6. Liaise with placement providers to confirm suitable learning environments, appropriate supervision, and compliance with agreed standards.

Placement Monitoring & Continuous Improvement

7. Monitor and report on placement outcomes, including student feedback, employer evaluations, and post-placement reviews to inform service improvements.
8. Collaborate with colleagues across Employability & Skills, academic departments, and external partners to enhance placement processes and share best practices.
9. Contribute to the development and review of placement resources, systems, and processes to ensure continuous improvement and student satisfaction.
10. To refer students on to the Careers Service or other Student Services where students require specialist support.
11. To work collaboratively with all stakeholders, to ensure levels of service are consistently maintained and developed across BU.
12. To be responsible for the planning and delivery of student related events as required by the service – e.g., inductions, placement search seminars/lectures, CV workshops, unplaced student meetings, mid-placement seminars etc.
13. Undertaking any other related duties as may be required by the Head of Student Services

Information Governance Responsibilities

Data User

- iv. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

October 2025

Person Specification

Position / Job Title: Placement Coach

Faculty / Service: SS

Date: October 2025

SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
degree or equivalent		E
Careers information, advice and guidance or coaching qualifications, or be willing to work towards		D
Knowledge of FE/HE sector and an understanding of the student lifecycle from pre-entry to successful transition to graduate employment		E
Excellent working knowledge of the graduate employment market		E
Experience/knowledge of providing personal growth and/or professional development advice and support		E
Relevant employment sector knowledge		D
Ability to engage with students on 1:1 and group basis to involve, inspire and motivate		E
Mentoring or coaching experience		D
Relationship building; experience of interacting with and influencing employers/internal stakeholders		E
Administrative experience in a busy office environment		E
Skills		
Excellent interpersonal and communication skills which can be used for problem solving and providing advice & guidance to both students & employers		E
Ability to relate well to students and communicate in a clear and approachable manner		E
Ability to balance needs of different customers at the same time and manage competing demands on time.		E
Able to design, develop and deliver materials to support the role		E
Strong presentation skills		E
Excellent organisational and time management skills		E
Strong collaborative and team working skills		E
Commitment to continuous improvement and new ways of working		E
Effective influencing skills		E
Good IT skills (MS Office, databases)		E
Ability to optimise business operations in the current digital environment, and realise future digital potential		E
Attributes		
Friendly and supportive manner		E
Empathy		E
Committed to supporting and motivating students		E
Ability to work under pressure		E
Ability to show tact and diplomacy		E
Confidentiality		E
Self-motivated and proactive		E
Committed to continuing professional development for yourself and others		E
Values diversity and difference, operates with integrity and openness		E