

## **MK Christian Foundation**

The Foundation House, Aylesbury St, Wolverton, Milton Keynes MK12 5HX

*Laura, our Head of Learning, by email at  
laura.geering@mkchristianfoundation.co.uk*

Work Placement and Progression Coordinator

£24,500 pro rata (£19,600)

Part time (30 hours a week – working pattern to be agreed)

**Start date:** 30/11/2025

### **About our School:**

The MK Christian Foundation is a post 16 training provider which prides itself on its dynamic approach to teaching and learning. We offer work-based training opportunities across our exciting range of social enterprises as well as a variety of vocational qualifications, pastoral and progression support and Functional Skills qualifications in English and maths.

We are looking for a Work Placement and Progression Coordinator to join our Learning and Trainee Support Team. Our organisation offers unique employment opportunities and the chance to work with a team dedicated to improving the lives of some of Milton Keynes' most vulnerable young people. If you are interested in this role, we'd love to hear from you! Please keep reading for further information and feel free to contact us if you have any questions or would like further information. You can contact Laura, our Head of Learning, by email at  
laura.geering@mkchristianfoundation.co.uk

### **5. Employee Benefits**

At the MK Christian Foundation, we work hard to make sure that all of our staff are valued members of our community. As a member of the Learning and Trainee Support Team, your contribution to the success of our trainees will be invaluable and we work incredibly closely as a team to share knowledge and best practise; your opinions and experience will always be taken into account when making decisions and we value the importance of collaborative working.

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### **About the Role:**

The purpose of this post is to:

- Identify and establish work experience opportunities and make links with businesses to support our training offer.
  - Prepare and support young people to engage in work experience
  - Develop our Supported Internship offer.
- Support young people's transition into employment or further education or training, including apprenticeships.
- Support the development of employability skills further by consolidating learning

through the delivery of enrichment, employability and pastoral (EEP) sessions, CV writing workshops and interview skills sessions.

Further information available from Laura Geering

**Closing date for applications: 24/10/2025**