**Student Work Experience Opportunity**

*Thank you for considering offering work experience to a University of Kent student.*

*Work experience offers students an excellent opportunity to get a valuable first-hand learning experience in the local community and enterprise world and improve their employability at the same time. Likewise, organisations have a chance to work with our highly qualified and motivated students. Work experience opportunities are typically short-term. However, there may be scope to extend the opportunity depending on the organisation.*

*Please consider the following when preparing your job description and person specification. Once we have received this information, the University will promote the opportunity to the relevant students and encourage them to apply.*

**Key RECRUITMENT Information**

Paid (inc. salary range) or Voluntary: **Paid - Range £21,000 - £24,000**
Length of contract: **Permanent**
Hours/days of work: **Full Time/Part Time/Weekends/Sleep Ins available**
Location (indicate if remote): **Snodland, Kent**
Responsible to: **Eky Popat**
Job title: **Operations Director**

How to apply: **Email your CV to** **recruitment@thebiss.co.uk** **quoiting CRALINK in your cover note**Application deadline: **22nd March**
Interviews are expected to be held on: **27th March**
Expected start date: **3rd April**

**Organisational Information
BIS Services are award winning specialist providers of cognitive rehabilitation and support services in the community and our aim is to maximise function in our clients who are living with a brain injury or neurological illness. Working within a multi and inter disciplinary team, we improve outcomes and enable our clients and their families to manage the effects of brain injury effectively.**

**The clients we support are located across the Southeast, Medway and Kent, however this unique role is located specifically in Snodland as part of a special purpose Independent Living Trial service. Clients are supported by a dedicated team in a specially designed house, with attached quarters for our rehabilitation staff. The RAs will form a specialist team working in 12 week assessments, and report to the LINK coordinators. Primary functions will be to implement cognitive rehabilitation strategies, general support, observation and reporting.**

**Description of the Role and Responsibilities
Full Job Description Attached**

**Health, Safety & Wellbeing Considerations**Are there any health and safety considerations the student and the University should be made aware of? For example:

* ***This role involves working outside as well as inside, and it is essential you are able to move around the campus to the locations required.***
* ***The role will involve the use of display screen equipment and household utilities, such as smart TVs, refrigerator and other technology within the house. (Full training in how to use these will be provided)***
* ***The roles can involve sleep ins and weekend hours. Private accommodation is provided, as well as all expenses such as food and travel.***
* ***The role may involve working outside so you will need to dress according to the weather conditions, as well as support the client by driving to appointments.***

**Person Specification
Full Overview Attached**

***Qualifications / Training***

*Psychology education essential, with BSc/MSc level desired.*

***Experience / Knowledge***

* ***Support or Social Care experience desirable (but not essential)***
* *Excellent organisational skills*
* *Attention to detail*
* *Ability to problem solve*

***Skills / Abilities***

* ***UK Full Driving Licence (Essential)***
* ***Access to your own vehicle (Essential)***
* *Friendly and approachable (Essential)*
* *Confident manner (Desirable)*
* *Good communication skills (Essential)*
* *Good time management skills (Essential)*
* *Reliable and trustworthy (Essential)*
* *Able to show initiative (Desirable)*
* *Able to work independently (Essential)*
* *Excellent Microsoft Word and Excel skills (Essential)*