

# Work Experience Officer

Maternity Cover

(BCT) Vacancy



[bigcreative.education](http://bigcreative.education)

CREATIVE  
**WORKS**  
A SPACE FOR WORK AND LIFE

[creativeworks.space](http://creativeworks.space)



[bcis.education](http://bcis.education)



[report](#)

# Welcome to Big Creative Training

BCT is a well-established creative industry training provider with more than twenty years' experience in delivering and supporting education and work opportunities. Our mission statement is to Develop Talent, Transform Lives, Create Careers.

BCT runs vocational study programmes, apprenticeships, traineeships and adult learning courses, also operating Creative Works and Big Creative Independent School.



**Creative Works** is BCT's co-working space in E17's Creative Enterprise Zone, for creatives and SMEs. Beyond providing offices, meeting rooms and studios, CW host an events programme and offer members the opportunity to collaborate with locals through BCT's apprenticeship scheme.

**Big Creative Independent School** is BCT's single-form alternate provision for 14-16-year-olds who have disengaged with formal education. BCIS cover Maths, English, Science, Music and Media.

## Staff Benefits

- Company pension scheme
- Healthcare cashback
- Bike-to-work scheme
- Career development available
- Staff social events
- Interest-free emergency or career development loans
- Free on-site lunches during term-time

[BCT Culture >](#)

[International Work Experience >](#)

[Games Design Showreels >](#)

[Artist Development Programme >](#)

# Work Experience Officer

## (BCT) Vacancy

### Essential Qualifications

- Maths and English GCSE Grade 4/C or equivalent (Level 2)

### Desirable Qualifications

- A-Levels or equivalent
- A Degree Level Qualification or equivalent professional experience

### Essential Qualities

- Excellent communication skills, both verbal and written.
- The ability to explain ideas and concepts in a clear manner.
- Professional and business driven approach to work in line with the BCT values and ethics.
- Excellent organisational and administration skills
- Accurate record-keeping, tracking and monitoring across a wide-ranging portfolio.
- Excellent presentation and interpersonal skills.
- The ability to use clear and concise language
- Ability to establish productive and supportive working relationships with all stakeholders (apprentices, employers, and colleagues).
- Ability to manage difficult situations.
- Proficient IT Skills across a range of software packages
- Commitment to and enthusiasm for delivering an excellent service. Remaining professional at all times.
- Ability to work both independently as well as a team.
- Effective time management and ability to work to deadlines

### Key Tasks

- To source, identify and gain suitable work placement opportunities for study programme students. Make excellent connections with employers to maximise the students opportunity for sustainable employment or other progression opportunities.
- Be the first point of Contact for Work Experience related opportunities and Respond to first line enquiries from employers, students and parents/guardians regarding placement details
- Liaise with and Support external partners on details for overseas work experience opportunities via the Turing scheme
- Act as a conduit between employers and BCT ensuring that all business leads are referred to the appropriate BCE lead
- Arrange and run visits and tours for perspective employers as part of the introduction to Big Creative Training.
- Supporting with wider departmental functions & events



## Salary and Days of Work

- 21 hours across 3 days a week for 52 weeks per year
- 26 days of annual leave (FTE) plus UK bank holidays, *Pro rata for part time staff*
- This is a **fixed term, maternity cover, part time** position
- Start Date: **February 2026 – Fixed term for the period of Maternity Leave**
- Annual salary : £18,600 (£31,000 FTE)

## How to Apply

Please complete the application form at <https://www.bctforms.com/bct-staff-application-form-p1/>

You must be eligible to work in the UK as this job is in London and cannot be done remotely.

BCT is an equal opportunities employer and welcomes applications from all communities, encouraging equality, diversity and inclusivity. We are committed to safeguarding all enrolled learners and appointment of successful applicants are subject to satisfactory references and an enhanced DBS check.

We welcome industry professionals who wish to enter teaching, via the fully funded Taking Teaching Further scheme's qualification. This includes 6 months of reduced timetable for training with full pay and lesson cover.



**TAKING TEACHING  
FURTHER**

# What our staff say...



*The staff get on well with each other and work together positively to benefit the organisation.*

**Lovely working environment with a supportive team and great students.**

# What our alumni say...

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*Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.*

**Georgia**



*If it wasn't for BCT there's no way I would have become the person I am today. Thanks for helping me find myself!"*

**Amani**

