

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Employer Engagement Officer (Restart Scheme)
<b>SALARY:</b>	£27,128.00 per annum
<b>REPORTS TO:</b>	Employer and Development Lead
<b>LOCATION:</b>	Birmingham and Coventry (regular travel around the region)

### **JOB SUMMARY**

Establishing and maintaining excellent working relationships with employers for the purpose of brokering employment and/or managed work placement opportunities for employment programme participants.

Establishing excellent working relationships with referral agencies to ensure that all contracts meet participant start targets.

Working in collaboration with employment coaches and trainers sourcing vacancies for the local unemployed. Matching individuals to vacancies and securing sustainable employment.

Raising and defining the profile of Groundwork West Midlands by promoting the full range of employment-related services externally, acting as a champion for our Mission, Vision and Values.

### **KEY TASKS**

1. Source and secure employment and work placement opportunities for customers involved in employment programmes;
2. Achieve set targets and KPI's set by the Employment delivery manager
3. Seek out and conduct 'cold' employer contact with a view to sourcing work opportunities, ensuring all site visits are reviewed and followed through;
4. Work with employers to identify bespoke skills solutions that align with employment contract outputs;
5. Work with employers to convert work placements into permanent employment opportunities;
6. Take a proactive stance in developing relationships with a wide range of employers and referrers to build an employer and opportunity base that aligns with regional and internal GWWM demand;



7. Work closely with colleagues to generate opportunities and broker employment for individuals that are identified as job-ready;
8. Work closely with colleagues to identify customers that meet known employer specifications, taking responsibility for final candidate suitability;
9. Provide comprehensive in work support for customers entering employment where required.
10. Maintain accurate and up to date employer database and participant information systems;
11. Undertake health & safety assessments of work placements as necessary, ensuring all legal obligations are met, if required.
12. Maintain up to date knowledge on the local labour market and skills gaps, supporting the Employment delivery manager to identify and design sector-specific routeways to meet employers' needs;
13. Ensure accurate and timely completion of all paperwork and reports in line with funders and partners requirements;
14. Ensure recruitment and employment is undertaken within an appropriate equal opportunities framework;
15. Carry out onsite visits at employers to validate all outcome paperwork/or contract requirements
16. Attending job fairs and other Stakeholders to promote Groundwork offer and to gain more business.
17. Work with the full range of relevant organisations to gain referrals for our employment programmes.

### **Personal development and training**

1. To attend regular team meetings and supervision with the line manager.

### **Additional responsibilities**

1. Undertake training and development deemed necessary for the pursuance of the post.
2. Comply with the Equality and Diversity Policy and Procedure in all employment practices.
3. Comply with The No Smoking Policy.
4. Meet the travel requirements for the role within the region.
5. Ensure adherence to environmental procedures.
6. Ensure that Health and Safety is observed in the course of employment.
7. Undertake other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Theme Manager.
8. Work with due regard for Groundwork West Midlands core values and objectives.



# Person Specification

Note to Applicant: When completing your application form, you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified as a requirement for the post. (Note: Where items appear which have not been deemed essential, you should assume they have been considered desirable).

Factor	Criteria	Ranking	Shortlist Criteria (Yes or No)	Selection method used to evidence criteria
Experience	Experience of sales (cold/first calling). Understanding of opening and closing sales techniques. Proven employer relationship building through bespoke needs analysis and selection processes.	Essential	Yes	Application form/interview
Experience	Work experience with a range of unemployed young people and /or adults (which can include voluntary or paid work). Experience of advice and guidance on employment issues and support programmes to improve job prospects and assist people in gaining employment.	Desirable	No	Application form/ Interview
Experience	Experience or knowledge of employment projects with young and adults, especially those living in disadvantaged areas and with additional support needs (e.g. Lone parents, NEETs)	Desirable	No	Application form/ Selection process/ pre-employment check
	Proven experience of achieving challenging sales targets.	Essential	Yes	Application form/ Interview process
	Proven experience of working in partnership with a variety of stakeholders e.g. members of the public, employers, employment support providers, local authorities, local businesses and Groundwork Staff.	Essential	No	Application form/ Interview process



## Person Specification

	Experience of engaging local communities in the development and delivery of employment projects	Desirable	No	Application form/ Interview process
	Experience of undertaking research in order to monitor and evaluate the success of programmes.	Desirable	No	Interview process
<b>Factor</b>	<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Shortlist Criteria (Yes or No)</b>	<b>Selection method used to evidence criteria</b>
Experience	Proven experience of developing productive relationships with partners i.e. job centre plus, employers and funding bodies.	Essential	Yes	Application form/ Interview process
	Experience of working in a high volume recruitment or job-brokering environment.	Essential	Yes	Application form/ Interview process
Knowledge	Knowledge of Welfare to Work and/or Skills programmes.	Essential	Yes	Application form/ Interview process
	Knowledge of labour market and skills gaps issues as well as the barriers facing non-working individuals.	Essential	Yes	Application form/ Interview process
	Knowledge of quality systems such as Matrix, OFSTED	Desirable	No	Application form/ Interview process
Personal Skills and Ability	Able to work productively within a team environment and with minimal supervision.	Essential	No	Interview process
	Able to work to deadlines, dealing with competing demands and to prioritise own work programme.	Essential	No	Application form/ Interview process
	Able to communicate effectively (both written and verbal) with a variety of people internal and external to the organisation.	Essential	No	Application form/ Interview process
	Able to take an innovative and proactive approach to opportunities, issues and problems.	Essential	No	Interview process



## Person Specification

	Effective administrative and organisational skills along with an attention to detail.	Essential	Yes	Application form/ Interview process
	Computer literate with a practical experience of using MS Word, Excel and an ability to use other packages such as Lotus Notes.	Essential	Yes	Application form/ Interview process
Miscellaneous	Ability to adhere to the organisation's health, safety and welfare policies and procedures.	Essential	No	Interview process
	A flexible approach and ability to work out of office hours including occasional evenings and weekends.	Essential	No	Interview process
	A commitment to promoting equal opportunities and diversity in all work practices, employment and partnering opportunities.	Essential	No	Interview process
	Full UK Driving Licence, use of own vehicle for business purposes and willingness to travel.	Essential	Yes	Application form/Interview

**A Disclosure and Barring Service check (previously CRB) will be required for this post.**