

Groundwork London Job Description



Job Title:	Employer Liaison Officer – Youth Jobs Guarantee
Responsible to:	Employment Liaison Manager
Responsible for:	N/A
Location:	Groundwork offices and partners across Central and North London.

Job Background

The Groundwork London Employment and Skills teams support unemployed Londoners to progress into work across the capital. Our teams of Employment Advisors and Trainers work with clients to identify their employment aspirations and overcome the barriers to securing those goals.

Groundwork has secured contracts to deliver the Youth Jobs Guarantee in Central and North London. Through the contracts, we will place and contribute to the wages of circa 1000 young people over the next 18 months. Your role will be to support the Employment Liaison Manager to secure placements into which our Employment Advisors will place the participants. The range of placements secured must meet the needs and aspirations of the young people who will join the programme.

Main Objectives:

- Support the Employment Liaison Manager to attract Employers capable and willing to provide vacancies.
- To confirm a pipeline of vacancies that meet the programme's criteria and the needs & aspirations of our participants.

Key Tasks & Responsibilities:

- Working closely with the ELM to ensure a full understanding of contractual targets including: clients groups supported, geographical and sectorial employment targets
- Working with the ELM to build a bespoke employer pipeline; explain the offer, benefits and responsibilities to the employers.
- Complete employer vetting and compliance checks. And where necessary, secure assurance that suitable policies and insurances are in place.
- Define duties, line management and reasonable adjustments for each role and ensure these are entered onto the MIS for the Employment Advisors to use in matching.
- Ensure accurate and timely completion of all paperwork and reports in line with funder and partner requirements
- Liaise with the Employment Advisor and In Work Support Advisors so that they understand:
 - job roles into which they are preparing and placing their clients
 - any risks to sustainability in role.

Other Responsibilities:

- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Director
- Work with due regard for Groundwork's core values and objectives
- Ensure the effective implementation of and adherence to, the Trust's Diversity, Equal Opportunities, Health and Safety and Recruitment policies and procedures
- All staff, the Board and volunteers will actively support in their daily operations and duties Groundwork London's Environmental Management System.
- Ensure compliance with all other policies and regulations governing the Trust.

Personal and Professional Development:

- Participate in the Trusts Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff
- Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met
- Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.

October 2026

HR ID: 1322/ELO

Person Specification – Employer Liaison Officer, YJG

Note to Applicant: When completing your application form, you should demonstrate/evidence of your experience, knowledge, skills & education in your application based on these criteria for the post. The grid also show at which stage of application and interview these are scored.

Criteria		Essential or Desirable	Application form	Interview	Task or Portfolio	Certificates or Qualifications
1	A good standard of education, including GCSEs grades A-C in English & Mathematics	E	✓			
2	Evidence of previous experience of networking and building strong external relationships	E	✓	✓		
3	Strong liaison and networking skills and experience of making initial contacts, including cold calling, establishing and maintaining relationships with employers, stakeholders, funders & DWP	E	✓	✓		
4	Understanding of some of the barriers to seeking work which are faced by clients	D	✓	✓		
5	Ability to work as part of a team within in a target driven environment	E	✓	✓		
6	Ability to communicate and negotiate in a clear and persuasive manner	E		✓		
7	Ability to motivate and inspire people facing multiple barriers to training and employment	D		✓		
8	Ability to use MS Office (Word, Excel), Internet and Email	E	✓			
9	Commitment to equal opportunity and diversity in practice.	E		✓		

Appointment to this role is subject to a Basic DBS through the Disclosure and Barring service