

Job Description

Job Title:	Employer Engagement Officer, Jobs Guarantee Sunderland
Group:	Employability & Careers
Dept/Project/Service:	Jobs Guarantee Programme (Sunderland)
Reports to:	Delivery Manager, Jobs Guarantee Sunderland
Responsible for:	N/a
Usual office base:	Area Based
Grade:	Careers Grade 2

Context:

The Jobs Guarantee Programme is a flagship national programme funded by the Department of Work and Pensions (DWP). Ingeus holds the contract to deliver the programme in the North East & Tees Valley contract package area and Education Development Trust (EDT) are the subcontractor with responsibility to deliver the programme in Sunderland. The aim of the Jobs Guarantee programme is to provide participants aged 18-24 with meaningful paid work through fully funded work placements, including wraparound support and training, that will give participants the skills and experience to improve their chances of moving into sustained, unsubsidised, employment.

Job Purpose:

The Jobs Guarantee Sunderland Employer Engagement Officer will engage businesses across a range of sectors and sizes to source suitable fully funded paid Job Guarantee roles that will support participants to move into sustained and unsubsidised employment.

Job Objectives:

1. Generate new employer accounts through on-going employer engagement across all business types. Establish robust relationships with local employers and employer networks, maintaining an accurate record of leads, and manage the employer pipeline

to ensure forecast participant volumes, sectors, geography and participant needs are met.

2. Regularly liaise with Opportunity Advisers and the programme's Delivery Manager to ensure that ongoing employer engagement activity is aligned to current or emerging programme needs, including specific sectoral or geographical requirements.
3. Maintain an up-to-date understanding of the local labour market, growth industries, local recruitment practices and regional economic needs.
4. Provide pre-placement support and guidance to engaged employers, to ensure any/all Jobs Guarantee roles on offer provide appropriate support and development opportunities to future participants and meet all programme compliance and quality requirements.
5. Undertake initial employer checks and due diligence including employer eligibility, Health and Safety and vetting.
6. Provide post-placement support to employers including scheduled check-ins, mediation and support for post- programme progression/sustainment.
7. Meet agreed targets on a monthly basis, and provide management information to support performance expectations
8. Maintain accurate and timely employer, vacancy and placement records on the CRM and data platform provided by Ingeus, in accordance with agreed processes, data protection requirements and audit standards. Ensure employer due-diligence checks, declarations, job-quality assessments, additionality and non-displacement checks, participant matching, placement progress and supporting evidence are recorded and updated.
9. Work collaboratively with all employability programmes in the region, sharing opportunities, cross-promoting services and ensuring meeting the needs of Sunderland employers through our suite of services available

Scope:

The role holder must hold a full driving licence and be prepared to travel and stay in Sunderland, to facilitate regular face-to-face engagement with local employers and employer networks.

Person Specification:

Knowledge

Essential:

- Understanding of working safely and professionally with employers, preferably in a recruitment or business development capacity
- Understand the principles of inclusive recruitment, equality, reasonable adjustments and accessible employment
- Strong understanding of the local labour market trends, employer needs and recruitment practices
- An understanding of data protection regulations

Desirable:

- Relevant qualification at NVQ level 4 or above
- IOSH certificate or knowledge of Health & Safety in work placements
- An understanding of project management tools and techniques

Experience

Essential:

- Demonstrable experience of working in a sales/target-driven environment
- Relevant industry experience in employer engagement, account management, recruitment or business development
- Experience of working with local employers to develop relationships and generate job opportunities
- Demonstrable experience of successfully managing stakeholder relationship management
- Experience of compliance and vetting activities
- Experience of using a CRM system

Desirable:

- An understanding of and commitment to equality of opportunity for all
- Knowledge of major employability and skills programmes, including Apprenticeships, Restart, Connect to Work
- Experience delivering post-placement support to employers to ensure long-term employment success
- Understanding of reasonable adjustments to support sustained employment

Skills

Essential:

- Excellent networking and relationship-building skills with the ability to engage confidently with employers, stakeholders and community partners.

- Ability to collate and review data to provide relevant insights
- Understanding and effective use of Information Technology
- Strong communication skills, presentation and influencing skills
- Good interactive skills and the ability to respond to demanding pressures and to meet deadlines
- Negotiation skills

Our Values



EDT is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT also participates in the Inter Agency Misconduct Disclosure Scheme, and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.