

## Job Description

<b>Job Title:</b>	Employer Engagement Coordinator
<b>Group:</b>	UK
<b>Dept/Project/Service:</b>	Get Ahead Programme
<b>Reports to:</b>	Area Manager
<b>Responsible for:</b>	N/a
<b>Usual office base:</b>	London, with flexibility for home working
<b>Grade:</b>	Careers Grade 3

### Job Purpose:

The Employer Engagement Coordinator's function is to engage with employers and the business sector to encourage their involvement in and creation of work experience placements for young people which provide meaningful encounters with the world of work.

### Job Objectives:

1. Support and encourage employers to provide opportunities for young people, specifically work experience.
2. Work closely with the local Careers Hub and their Cornerstone Employer Group to engage businesses.
3. Develop relationships with employers, helping them to design and deliver impactful programmes and system-change by understanding the local careers landscape and supporting them to target disadvantage, build sustainable relationships with schools/colleges, and improve outcomes for young people.
4. Identify new businesses to get involved in the programme to ensure priority sector representation and a mix of large, SME and micro-organisations that reflect the local labour market.

5. Act as an ambassador for the Get Ahead Programme, engaging with employer-led groups including, for example, Skills Advisory Panels, LSIPs and local sector initiatives, including using existing communications and marketing channels to facilitate engagement.
6. Identify and share best practice in employer engagement across the wider team, including supporting Work Related Learnings Advisers to develop their own skills and techniques in employer engagement.
7. Represent the Get Ahead programme at local and regional employer events.
8. Support the team with Health & Safety checks and vetting of employers.

**This job description needs to be considered in the context of a developing and evolving area of service delivery and therefore the duties described above will need to be adapted to meet the need of the project.**

## Scope:

The post holder will be expected to liaise and maintain effective working relationships with a range of other agencies, businesses and employers. The post may involve working in more than one location and there will be travel involved. It may be necessary on occasion for the post holder to work outside of standard office hours.

There is an expectation that the Employer Engagement Coordinator will be external facing, attending face-to-face meetings with employers and stakeholders in a range of setting and at events.

## Person Specification:

### Knowledge

Essential:

- » A demonstrable understanding of school culture and the challenges faced by schools in delivering careers activities, especially work experience
- » An understanding of relevant local and national policy relating to skills and economic development and the issues and barriers to employment faced by young people

## Experience

### Essential:

- » Demonstrable experience of engaging and building relationships with leaders from businesses, ideally in HR and Talent functions
- » Demonstrable experience of planning and hosting events
- » A strong track record of business development and account management

## Skills

### Essential:

- » Ability to communicate with a variety of audiences
- » Excellent communication and interpersonal skills, with the ability to devise a strategy that can persuade a variety of audiences and encourage others to use new ways of working
- » Collaborative and good at building relationships at all levels, both internally and with a range of external stakeholders
- » Proactive, with the ability to work independently, prioritising a busy workload and many stakeholders
- » Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity and work in a start-up culture
- » Ability to negotiate commitment from stakeholders

**Competency Band:** 3

### Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
<b>Excellence</b> – creating and leading success	Delivering value	Delivering the vision
<b>Integrity</b> – supporting and building trust	Communicating with impact and empathy	Valuing views and needs of others
<b>Accountability</b> – delivering and improving	Driving performance	Developing self and others
<b>Collaboration</b> – engaging and partnering	Building effective relationships	Influencing and negotiating

**Job Family:** Employer Engagement

**Education Development Trust 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 and Barring Service (DBS). This will be at minimum a basic DBS check.**

**Education Development Trust 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.**