

This post, as part of the Making a Difference project, is part funded by the European Structural and Investment Funds 2014 – 2020 and all activity must comply with contractual regulations.

## Job Description

<b>Job title:</b>	<b>Employer Engagement Manager</b>
<b>Group:</b>	<b>Careers and Employability</b>
<b>Dept/Project/Service:</b>	<b>ESF Making a Difference</b>
<b>Reports to:</b>	<b>ESF Making a Difference Contract Manager</b>
<b>Usual office base:</b>	<b>Specified Area</b>
<b>Grade:</b>	<b>Careers Grade 2</b>

### Job purpose:

To engage businesses to support a range of activities designed to support transition into work, brokering for example, work placements or job shadowing or employer talks for participants in a defined area of the Coast to Capital LEP region.

### Job objectives:

1. Generate new employer accounts through on-going business development across all business types. Establish robust relationships with local employers, maintaining an accurate record of leads.
2. Meet agreed targets on a monthly basis, and provide management information to support performance expectations
3. Support the identification of potential Making a Difference customers who could benefit from accessing an employer opportunity.
4. Manage any potential issues which arise with the employer and coordinate response to the employer lead.
5. Attend meetings / seminars to promote employer engagement and other provision as appropriate to your role; determined by the Operations Manager.
6. Organise work experience placements and other work-related learning programmes / activities in liaison with other Employer Engagement Managers and the Making a Difference Contract Manager.
7. Undertake initial checks including Health and Safety and vetting.
8. Provide day to day systems administration and support for the employer record system used by the Service to include creating and modifying mail-merge documents and



maintaining code-sets. Update, when required, the software system used for statistical submission.

9. Lead, motivate and develop a high performing team of Careers Advisers to deliver an outstanding offer to unemployed participants with barriers to employment across the region

**This job description needs to be considered in the context of a developing and evolving service and duties described above will be adapted to meet the needs of a changing organisation.**

### **Scope:**

This post will be based in a South East Regional or Area Office or work from home but in all cases, travel will be expected to be undertaken across the Coast to Capital region. There may be a requirement to work non-standard hours including weekends and evenings.

### **Person specification:**

You will have prior experience of working with employers and jobseekers to deliver a range of different employment opportunities and outcomes. You will have up-to-date knowledge of graduate recruitment practices and will have excellent networking and interpersonal skills, being comfortable developing business opportunities communicating with a range of audiences including senior managers and employers. You will be comfortable working in a target-driven environment and able to work flexibly to meet the changing demands of a busy service.

### **Knowledge**

Essential:

- Relevant industry experience, with, the provision of training and/or employee services
- Relevant qualification at NVQ level 4 or above
- Know how to work safely and professionally with employers and learning providers

### **Experience**

Essential:

- Demonstrable experience of working in a target-driven environment
- Experience of working with employers to develop business solutions
- Experience of managing projects

Desirable:

- Collaborative planning and organising work

- An understanding of and commitment to equality of opportunity for all
- Knowledge of Traineeships, Apprenticeships, Foundation Learning/Study Programmes

### Skills

Essential:

- Understanding and effective use of Information Technology
- Good interactive skills and the ability to respond to demanding pressures and to meet deadlines

### Key Competencies for the role:

<b>Our Values</b>	<b>Key Competency 1</b>	<b>Key Competency 2</b>
<b>Excellence - Creating and Leading Success</b>	Exhibits enthusiasm and positivity and recognises the importance of being committed and involved	Seeks to understand how the services, activities and strategies in their area work together to create value for the learner and client
<b>Integrity - Supporting and Building Trust</b>	Seeks the views of others and thinks before speaking. Displays tact, sensitivity and honesty when communicating difficult messages	Delivers on their responsibilities and admits when they do not know the answer or have the information
<b>Accountability - Delivering and Improving</b>	Checks own performance against agreed outcomes, suggests performance improvements or takes corrective action when problems are identified	Focuses on how best to deliver results. Actively looks for ways of simplifying procedures or systems and encourages effective decision-making
<b>Collaboration - Engaging and Partnering</b>	Actively builds and maintains a network of colleagues and contacts to achieve progress on objectives and shared interests	Displays enthusiasm around goals and activities and adopts a positive approach when interacting with internal and external stakeholders

**Job Family:** **Manager**

***Education Development Trust are committed to safeguarding and promoting the welfare of children and service users. Applicants must be willing to undergo***



**European Union**

European  
Social Fund



Education  
Development  
Trust

---

***background checks appropriate to the post, including checks with previous employers and the Disclosure and Barring Service as required.***