

Job Description

Employer Engagement Officer

POST: Employer Engagement Officer
PROJECT: Education & Employment Programme
HOURS: Full Time (37.5hrs)
SALARY: £22,000 - £24,000 per annum
CONTRACT: until end of March 2013 (with possible extension)

Responsible To

- The post holder is responsible to the Education & Employment Programme Manager
- The post holder is responsible for the duties mentioned below and *any other work* allocated by the Education & Employment Programme Manager.

Role Summary

- Working as part of the Education & Employment Programme. The post holder will assist & contribute to the development and effective delivery of the Education & Employment Programme. This operational role is a key part of the Education & Employment Programmes Employer Based Training Strategy that aims to increase the number of employed apprentices trained by the project. The post holder will establish and maintain new employer links to enable employment or employer placements for clients and to recruit new apprentices to place with employers. These roles will require strong communication and negotiation skills as key relationships are built and managed with employers.

Major duties and key responsibilities

- Actively seek and build new partnership opportunities with employers which enable E&E Programme to grow and improve its apprentice's numbers in line with agreed volume targets.
- Establish, build and maintain relationships with existing employers and potential new employers, to meet the requirements of the E&E Programme contracts and the targets for growth set by the Programme Manager.
- To plan and co-ordinate recruitment of employers and collection of job vacancies.
- To manage a caseload of student placements and employers providing placement/job opportunities.
- Accountable for ensuring that target for employer engagement and apprenticeship starts are achieved in line with E&E Programme contractual requirements.
- Effectively open placement opportunities, including health and safety paperwork, adherence to policies and procedures and create placement files.
- Take responsibility for promoting job vacancies through advertising and promotion by

printed material and online activities etc.

- To provide advice and guidance to clients (in groups or as individuals, online or in person) on placement opportunities, benefits, CVs, application forms, interviews and selection tests.
- To manage challenges proactively and work on creative solutions at an early stage of intervention.
- Undertaking a range of other activities in support of the role, including:
 1. dealing with employers in person, in writing, by email and over the phone;
 2. using and maintaining contact address lists and diary management
 3. inputting data including job and placement vacancies
 4. Support project work, e.g. data gathering/reporting for project management meetings.
- Work closely with appropriate tutors, placement supervisors, and staff to ensure that they are fully briefed on placements as they become available.
- Lead in matching learners to the placements to ensure a positive experience for both the learner and the employer.
- Manage the on-going relationship with the employer offering the placement. Act in a timely and effective manner to troubleshoot any issues that may occur.
- Be the first point of call to tackle any immediate placement problems that may occur.
- Gather feedback from employers to enable E&E Programme to quality assure the programme that is being offered.
- To work with the E&E team and volunteers to deliver the outputs and outcomes required by funders.
- To take lead and organise the Careers & Employment Fair with the support and assistance from the Training and Development Officer.
- To offer support and create opportunities for beneficiaries referred to the E&E project.
- Lead the recruitment & selection of Young Apprentices at the start of the programme
- To contribute to the development and implementation of evaluation and monitoring systems to facilitate the achievement of project objectives and outcomes in conjunction with the Programme Manager
- Contribute to the dissemination of good practice to partner organisations and a wider audience through distribution of materials, visits, giving presentations etc.
- To assist in the profiling & promoting of the Education & Employment Programme
- To be aware of and adhere to Osmani Trust policies and guidelines
- To undertake and complete training and personal development programmes/courses deemed necessary for the post
- Assist in developing the E&E work and annual plan

- To write monthly progress reports to hand to the programme manager
- Manage the weekly Personnel Portfolios Sessions (Job Brokerage Sessions).
- Undertake such other duties as may from time to time be required to ensure the effective and efficient operation of the E&E Programme.

COMMENSURATE STATEMENT

The post holder is responsible for the duties mentioned above and any other work allocated by the Education & Employment Programme Manager.

EQUAL OPPORTUNITY STATEMENT

To promote and comply with the Osmani Trust Equal Opportunities Policy in the opposition and eradication of all forms of discrimination and ensure that services are accessible to all users.



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