

Employer Engagement Officer

The Education & Employment Programme



Hours: 37.5hrs per week

Salary: £22,000 - £24,000

Duration: Until the end of March 2013 [with possible extension]

Osmani Trust is a youth and community organisation operating in the heart of East London. The Trust delivers a range of services for young people and the community. These can be grouped into the following themes: crime prevention; gang mediation; community safety, health and sports; education, training and employment and generic youth club and holiday provisions.

The Education & Employment Programme is a programme of Osmani Trust working to improve educational outcomes; skills and competencies; and employment prospects of communities living in and around East London. In order to strengthen our ability to open up opportunities for these communities we are looking to recruit an experienced and highly motivated Employer Engagement Officer. The ideal person will have a track record of building and maintaining relationships with local, regional and national employers with the objective of sourcing vacancies and work placement opportunities for our clients. You will undertake job brokerage sessions; organise appropriate work placements; and work with members of the team to support clients and apprentices during their placements. You will liaise with employers in public, private and voluntary sectors to ensure apprentices are placed within appropriate settings in accordance with course requirements and are paid the National Apprenticeship Wage. The engagement of employers and building new employer relationships is a key function of this role.

If you feel you have what it takes to work in a challenging environment and the requisite experience to match, we look forward to hearing from you.

For further information or an application pack visit the 'vacancies' section of our website www.osmanitrust.org or email us at Khoirul.Alam@osmanitrust.org

The successful candidate will be subject to an enhanced CRB and satisfactory reference checks.

Closing date for completed applications: **12pm Friday 17th August 2012**

Interviews will take place on or after Thursday 23rd August 2012

The Education & Employment Programme
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