



Employer Engagement Officer (Health Learning and Work) – Job Description

Enhanced DBS Check: Yes No

Role Reports to: Project Co-ordinator	Location: Poynters House, Poynters Road, Dunstable
Salary: £24,657 pa	Annual Leave: 32 days including public holidays
Contract: Fixed Term June 2021	Hours: 37 hours

Role Purpose:

You will work solely on the BBO Support into Employment programme to secure positive outcomes for our participants. The BBO project is funded by National Lottery Community Fund and the European Social Fund. This role will focus on working with local employers and training providers to secure employment and further learning opportunities for participants.

Accountabilities	Performance Indicators	Knowledge, Skills & Experience
<p>Employer Focussed</p> <ul style="list-style-type: none"> Analyse local labour market information Engage with employers to assist with recruitment needs to secure employment outcomes for participants Liaise with employers regarding training needs and Access to Work Provide in work support to employers and participants Provide a point of contact to employers Support with the development and activity for employers through our Employer Academy Work with local employers regarding any other needs in relation with disability, health, and wellbeing such as training, advice, and accessibility audits Organise employer events Work with organisations in relation to volunteering opportunities <p>Participant Focussed</p> <ul style="list-style-type: none"> Provide information, advice, and guidance to participants on learning and work. Source suitable jobs for participants Ensure successful transition from the programme into learning or work Support with job search Maintain jobs boards Distribute vacancy bulletins To deliver group sessions and 121 support Explore work placements, trials, and volunteering opportunities Complete any relevant documentation To provide cover and support to the team and participants 	<p>Analysis of information to ensure quality and key performance indicators are met.</p> <p>Complete the relevant documentation to specified standards</p> <p>Maintain contact records</p> <p>Achieve job outcome targets</p> <p>Assist with job applications</p> <p>Coach participants ready for interview</p> <p>Produce job bulletins and boards to share with participants</p> <p>Contact employers to support participants into work</p> <p>Grow the Employer Academy</p>	<p>Qualifications Essential:</p> <ul style="list-style-type: none"> •Maths and English at level 3 or equivalent) <p>Skills Essential:</p> <ul style="list-style-type: none"> •Excellent verbal and written skills •The ability to communicate appropriately at all levels with participants, employers, and other agencies •Ability to prioritise own workload •Excellent IT skills (Word, Excel, PowerPoint) <p>Experience Essential:</p> <ul style="list-style-type: none"> •Experience in engagement, sales, or marketing •Excellent organisational and record keeping skills •Ability to work to set deadlines and key performance indicators •Able to maintain records for funders, auditors, and The Disability Resource Centre <p>Desirable:</p> <ul style="list-style-type: none"> •Experience of working with participants who are facing barriers to work or learning •Experience of working in the charitable, voluntary or community sector. •Experience of working on funded programmes



<p>Data Management</p> <ul style="list-style-type: none">• Produce and maintain hard copy and electronic records• Adhere to Data Protection, Data Retention and Freedom of Information requirements. <p>Marketing and PR</p> <ul style="list-style-type: none">• Support on the production of marketing for health, learning and work department.• Contribute towards developing a range of online resources• Deliver activities with local employers and providers• Deliver information sessions and tours for stakeholders• Contribute towards the departmental marketing plan• Contribute towards digital marketing and social media content• Produce case studies, marketing material and good news stories• Liaise with internal departments <p>Other</p> <ul style="list-style-type: none">• Contribute towards planning and self-assessment reports• Promote and comply with DRC policies and procedural requirements with special emphasis on Health and Safety, Safeguarding and Equal Opportunities Policies.• Fulfil other duties as may reasonably fall within the remit of this post	<p>Maintain hard copy and electronic records</p> <p>Identify strengths and areas for improvement as part of the self- assessment process</p>	<p>Personal Characteristics</p> <p>Essential:</p> <ul style="list-style-type: none">•A flexible and positive approach to work and challenge•Understanding of or willingness to learn about the needs of a wide range of socially excluded people•Resilience to withstand peaks in workload•Ability to travel throughout South East Midlands
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