Job:	**Inclusive Employment Consultant**	
Location:	Various Locations across the Central Region Various Locations across the Home Counties London	
Salary Range:	Other	£27,270 - £32,320
	South East	£28,634 - £33,684
	London	£29,997 – £35,047
Reports to:	Regional Support Services Manager	

What do we need?

This is an important role in which you will use your commercial engagement, sales and recruitment skills, knowledge and experience identify and engage with local employers to generate long term relationships with Shaw Trust and match our services to employer needs.

Essentially you will work closely with employers and internal delivery staff, taking a holistic approach to support employers to gain employment opportunities for Shaw Trust programme participants.

Are you right for the job?

- Do you have a strong sales track record leading to achieving positive outcomes and targets in a fast paced environment?
- Are you a local labour market expert, with strong knowledge of employers, their workforce development needs, and labour market trends in your region?
- Do you have the ability to tailor your approach to engage with a range of local employers from different sector and of different sizes and structures?
- Are you a confident relationship builder, able to create opportunities with employers that match the needs of our programme participant?
- Can you maintain professional relationships with employers to generate further and on-going business opportunities?
- Are you prepared to travel regularly to visit and support employers, and effectively manage your diary to achieve this?
- Do you motivate people, work well in a team and stay focused under pressure?
- Do you have the ability and passion to persuade employers to give employment and development opportunities to disabled people and those facing disadvantage in the labour market?

Main Duties and Responsibilities

1. Manage the identification and development of a range of employment opportunities for programme participants to meet their individual employment needs and aspirations .
2. Work closely with Support Managers to move participants into appropriate employment as quickly as possible.
3. Identify, engage and account manage local employers to develop an understanding of their workforce development needs and how Shaw Trust can support them.
4. Promote the benefits of inclusive employment practices to employers across your region. Encouraging them to join our employer pledge scheme and gain recognition as a Disability Confident employer.
5. Lead locally on the development and maintenance of effective relationships with employers, public sector organisations, employer forums, and other key stakeholder groups linking in with the National Inclusive Employment Team and operational staff as appropriate.
6. Take all opportunities to sell to employers the services available to them from the Shaw Trust Group and the benefits to their organisation.
7. Working with other frontline staff and the National Inclusive Employment Team design bespoke recruitment, workforce develop and support packages to meet the needs of partner employers.
8. Set up and run employer engagement activities across your region.
9. Maintain records of available opportunities and employer requirements, s haring information across internal delivery, our supply chain and other Shaw Trust Group business streams as appropriate.
10. Work with employers to develop and agree appropriate pre-employment training for participants.
11. Liaise with employers and Support Managers to jointly agree post-employment support for both employers and participants.
12. Take responsibility for managing the post-employment support services to account managed employers.

General

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.

6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.

8. To report to Line manager, or other appropriate person, in the event of awareness of bad practice.

9. Recycle and manage energy within your environment.

Person Specification

Job Title: Inclusive Employment Consultant

(E = Essential D = Desirable)

Technical competency (qualifications and training)

- Minimum of 5 GSCEs (A to C) or equivalent qualifications **(E)**
- Holding or able to achieve NVQ Level 3 Sales and Marketing or Customer Service (or equivalent) **(E)**

Experience

- Demonstrable experience of the recruitment or sales sector **(E)**
- Experience within the employment, training or skills sectors **(D)**
- Proven experience of meeting and exceeding targets **(E)**
- Experience of engaging and gaining commitment from employers, local authorities, health service providers and voluntary sector organisations. **(E)**
- Experience of proactively selling services to businesses **(E)**
- Experience of developing tailored service packages to businesses to meet their workforce development and recruitment needs . **(D)**
- Lived experience of local community and participant groups – reflecting demographics **(D)**

Skills, Knowledge and Characteristics

- Knowledge of the local labour market. **(E)**
- Understanding of employer expectations and accessing career opportunities. **(E)**
- An understanding of, and p ositive attitude to wards: mental and physical wellbeing; community and social inclusion; and a barriers faced by disabled people and the long term unemployed in the labour market. **(E)**
- Knowledge of disabilities and common health conditions and their impact on finding work **(D)**
- Knowledge of benefit system and employability programmes. **(D)**
- An understanding of the requirements of health and safety risk assessments in the workplace. **(E)**
- Local community knowledge – knowing what provision and support services are available locally **(D)**
- Proactive and solution focused to create employment opportunities **(E)**
- Passionate about making a positive difference to peoples ' lives. **(E)**

- Excellent organisational, interpersonal, communication and presentation skills. **(E)**
- Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results , including regular travel and outreach working **(E)**
- Good IT skills, including Microsoft Office and databases . **(E)**
- Positive attitude to disability, health problems and employment problems. **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service enhanced disclosure. **(E)**

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.