

## **Job Description**

**Job Title: Apprentice Inclusive Employment Consultant**

**Reports to: Regional Employer Manager**

**Salary: £18,203 - £20,073**

**Location: Home Counties Hub – Norwich**

### **Purpose**

We are looking for someone who is seeking to develop a career in sales, recruitment and employer engagement.

Are you a goal oriented individual with a positive outlook wishing to promote social inclusivity in the work place? Do you have a strong desire to achieve and exceed targets?

With training and mentoring you will work closely with colleagues, to support employers to provide sustainable employment opportunities for Shaw Trust programme participants. This is an important role in which you will begin to use commercial awareness, sales and recruitment skills, knowledge and experience to identify and engage with local employers to generate long term relationships with Shaw Trust and match our services to employer needs.

### **Are you right for the job?**

- Do you have the desire to achieve positive outcomes and targets in a fast paced environment?
- Are you a confident relationship builder with the ability to communicate with employers at all levels of authority?
- Are you prepared to travel regularly to visit and support employers, and effectively manage your diary to achieve this?
- Do you work well in a team and stay focused under pressure?

### **With development and training you will learn to:**

- Build and maintain professional relationships with employers to generate further and on-going business opportunities

- Understand the local labour market, work with employers to understand their workforce development needs and identify labour market trends in your region
- Tailor your approach to engage with a range of local employers from different sector and of different sizes and structures
- Identify and create opportunities with employers that match the needs of our programme participant
- 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
- 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.
- Set up and run employer engagement activities across your region.

Ultimately the aim is that in one year you will develop the skills and knowledge required of an Inclusive Employment Consultant.

## **Main Duties and Responsibilities**

1. Support 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 colleagues to ensure participants move into appropriate employment as quickly as possible.
3. Identify and engage with local employers to develop an understanding of their workforce development needs and how Shaw Trust can support them.
4. Take all opportunities to sell to employers the services available to them from the Shaw Trust Group and the benefits to their organisation, for example, the Disability Confident scheme.
5. Maintain records of available opportunities and employer requirements, sharing information across internal delivery, our supply chain and other Shaw Trust Group business streams as appropriate.

## **Other**

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 or 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.

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.

<p style="text-align: center;"><b>Person Specification</b></p> <p style="text-align: center;"><b>Job Title:</b></p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
<b>SKILLS AND CORE COMPETENCIES</b>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Minimum of five GCSEs level A – C including English &amp; Maths <b>(E)</b></li> <li>• Able to work towards and achieve the Level 3 qualification in Employment Related Services <b>(E)</b></li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience within the employment, training or skills sectors <b>(D)</b></li> <li>• Lived experience of local community and participant groups – reflecting demographics <b>(D)</b></li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Computer literate with a working knowledge experience of Outlook, Word and Excel <b>(E)</b></li> <li>• Excellent organisational skills <b>(E)</b></li> <li>• Knowledge of the local labour market <b>(D)</b></li> <li>• </li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>• An understanding of and positive attitude towards physical and mental wellbeing, community and social inclusion, and the challenges faced by disabled people and the long term unemployed in the labour market <b>(E)</b></li> <li>• Passionate about making a positive difference to people's lives <b>(E)</b></li> <li>• Confident, enthusiastic and motivated individual <b>(E)</b></li> <li>• Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results , including regular travel and outreach working <b>(E)</b></li> <li>• Excellent communication and influencing skills (written and verbal) <b>(E)</b></li> <li>• An interest in working in a Welfare to Work environment <b>(D)</b></li> </ul>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. <b>(E)</b></li> <li>• This post requires a DBS disclosure at an enhanced Level <b>(E)</b></li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. <b>(E)</b></li> </ul>