

Job Description

**Job Title: Employment & Learning Coordinator – National Careers
Service West Midlands including Staffordshire**

**Reports to: Operations Manager – Partnerships, Progressions &
Projects**

Purpose

Drive the National Careers Service jobs and learning activity through vacancy matching, referral to learning opportunities, recruitment campaigns, organising sector specific events/webinars and internal and management of external stakeholder relationships. The role will ensure customers achieve sustainable employment outcomes, accredited learning and or in work progression, ensure careers advisers have access to opportunities relevant to their customer caseloads.

Main Duties and Responsibilities

1. To build and maintain relationships with key partners to identify suitable Employment/Training opportunities for customers
2. Manage a team of 4 administrators to support the delivery teams with achieving their Job & Learning Outcome targets
3. Organise events and webinars relevant to sector/customer demand
4. Update training and employment trackers with the latest opportunities you have sourced
5. Be instrumental in supporting the service's jobs and training targets by ensuring that jobs, apprenticeships and training opportunities for customer groups are secured and disseminated through appropriate media to Advisers and support staff to enable customers to access opportunities which lead to job/training outcomes.
6. Utilise data and MI available to develop targeted campaigns and promotional activity to increase customer access to vacancies, apprenticeships and training opportunities leading to employment.
7. Manage referrals to provision, monitor, and track customer progress and collect appropriate evidence for claim.
8. Organise Events for sector specific recruitment, projects etc
9. Make contact and work with the Chambers of Commerce across the region to promote the Service and secure employer support for all elements of the contract.
10. Support the delivery of projects as and when required.
11. Plan and deliver group awareness sessions, screen candidates and progress them towards the next stage.
12. Provide support to customers to ensure in-work sustainment.

13. Attend networking events with local and regional organisations to identify employers and suitable opportunities for customers.
14. Source employer vacancies and account manage employer recruitment needs.
15. Ensure adherence to the company's equalities and diversity policy.
16. Other duties commensurate with the level and nature of the post.

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 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 a Diversity and Inclusion 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. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

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 align="center">Person Specification</p> <p align="center">Job Title: Employment & Learning Co-ordinator</p> <p align="center">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Educated to degree level (management qualification) and/or significant experience within a relevant field or equivalent (D) • Demonstrable evidence of Continuing Professional Development (E)
<p>Experience</p> <ul style="list-style-type: none"> • Demonstrable understanding of the needs of unemployed customers and passionate about supporting them to achieve goals and outcomes. (E) • Exceptional experience of working collaboratively with partners to develop joint models of delivery, promotion, and engagement. (E) • Experience of working with adults and understanding the barriers unemployed adults (D) • Knowledge of education, employment and training fields desirable (D)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Creative ability to respond imaginatively to caseload management (E) • Able to manage and prioritise own workload and diary. (E) • A self-starter and able to use own initiative (E) • Ability to network, influence and develop internal and external stakeholder relationships (E) • Strong report writing skills, attention to detail and ability to understand contractual requirements (D) • Ability to communicate concisely and effectively (E) • Able to work in a fast-paced environment. (E) • Effective problem-solving skills. (E) • Confident in the use of databases and ability to use a variety of computerised administrative systems e.g. MS Excel and Word (E) • Able to meet deadlines (E) • Willingness to travel and have own transport (D)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • Ability to communicate with individuals at all levels and through a variety of mediums (E) • Excellent communication skills (E) • Able to work as part of a team (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 Check at an Enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)