



Job Title: Inclusive Employment Consultant

Location: Home Counties – North Kent

Salary Range: South East £28,634 - £33,684

Reports to: Area 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 to 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 to support employers to gain employment opportunities for Work and Health 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 sectors 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?

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(E = Essential D = Desirable)

Competencies

- Embraces change and drives continuous improvement **(E)**
- People centred in a commercial framework, takes accountability for results **(E)**
- Demonstrates a passion to further the charitable aims of the organisation and acts with integrity **(E)**
- Collaborates and unites with others behind the organisations mission **(E)**
- Provides a best in class service to all customers internal and external **(E)**

Experience, Knowledge and Skills

- Demonstrable experience in successfully managing target driven services within a high performance culture. **(E)**
- Proven experience of the operational management of high level or complex delivery of participant services and contracts internally and/or through a supply chain. **(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. **(E)**
- Experience of supporting, motivating and engaging others. **(E)**
- A strong track record of establishing and maintaining productive relationships with partners and stakeholders. **(E)**
- An understanding of the local area commissioning and service delivery environment. **(D)**
- An understanding of the national government commissioning and contracting environment and context **(D)**
- An operational understanding of working with individuals who face disadvantages in relation to employment, inclusion and independence with varying and complex needs and barriers. **(D)**
- Excellent interpersonal, communication and presentation skills; able to confidently interact with stakeholders. **(E)**
- Strong operational planning and organisational skills **(E)**
- Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results and willing to travel with possible overnight stays. **(E)**
- Ability to manage change. **(D)**

Safeguarding

- Display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a n Enhanced level DBS check **(E)**

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, sharing 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.

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 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 participants, 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.

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.