Job Description – Employer Engagement Co-ordinator - National Careers Service West Midlands including Staffordshire

Role	Employer Engagement Co-ordinator – National Careers Service West Midlands including Staffordshire
Job Purpose	To manage , track and support a caseload of National Careers Service customers seeking employment/apprenticeship opportunities. To actively source suitable vacancies/employment opportunities to enable customers to achieve job starts and sustained job outcomes.
Location Base	Based around Stoke or Staffordshire with some travel around your region.
Line Manager	Employer Engagement Manager
Job Category	Adults workforce
DBS Disclosure	Enhanced

To comply with and understand Prospects safeguarding policy and procedures and take action as appropriate in relation to children and vulnerable groups regarding matters of safety, protection and wellbeing.

Prospects is committed to promoting equality of opportunity, valuing diversity, and eliminating discrimination, as a core value.

Job Description

- To build and maintain relationships with employers to identify suitable/sustainable employment/apprenticeship opportunities for customers
- To account manage employers and respond to their recruitment needs.
- Provide a high-quality service to customers to support their progression into employment.
- Support the delivery of projects as and when required.
- Manage a caseload, monitor, and track customer progress and collect appropriate evidence based on individual targets.
- Offer employability support to customers seeking employment through various mediums e.g. face to face telephone and workshops.
- Plan and deliver group awareness sessions, screen candidates and progress them towards the next stage.
- Effectively job match customers to roles paying due regard to employer recruitment requirements.
- Identify key employers who will provide employment opportunities for customers

- Provide support to customers to ensure in-work sustainment.
- Attend networking events with local and regional organisations to identify employers and suitable opportunities for customers.
- Source employer vacancies and account manage employer recruitment needs.
- Work with partners including employers, Chambers of Commerce and Training Providers.
- Ensure adherence to the company's equalities and diversity policy.
- Other duties commensurate with the level and nature of the post.

Personal Specification

- Qualification: educated to GCSE level with essential employer engagement experience
- Demonstrable understanding of the needs of unemployed customers and passionate about supporting them to achieve goals and outcomes.
- Creative ability to respond imaginatively to caseload management
- Ability to communicate with individuals at all levels and through a variety of mediums including social media e.g. LinkedIn.
- Excellent communication skills
- Able to manage and prioritise own workload and diary.
- A self-starter and able to use own initiative
- Able to work in a fast-paced environment.
- Effective problem-solving skills.
- Confident in the use of databases and a bility to use a variety of computerised administrative systems e.g. MS Excel and Word
- Able to meet deadlines
- Able to work as part of a team
- Willingness to travel and have own transport
- Information Advice and Guidance qualification Level 4 or above preferred but not essential.