

Job Description – *Employer Engagement Co-ordinator* – Employment Plus

Post	Employment Engagement Co-ordinator, Employment Plus
Job Purpose	To engage with employers and enlist their support and involvement in the delivery of the Employment Plus, supporting those in low paid employment
Location	NE and Central London (Base – Elephant & Castle)
Line Manager	Operations Manager, Employment Plus
Job Category	Adults Workforce: any position that involves working/volunteering with adults.
DBS Disclosure	Enhanced

To comply with and understand Prospects safe guarding 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

This is a general description. The emphasis on duties may vary depending on the work location training, experience and support.

- To engage with employers and employer representative bodies across London with a focus on North, East and Central London through networking, visits, phone contact, email contact, social media and marketing activities; enlist their engagement and participation with the Employment Plus programme to recruit eligible beneficiaries.
- To achieve targets and KPIs in relation to employer links and recruitment of beneficiaries.
- To carry out Organisational Training Needs Analyses to enlist eligible Learners to participate in a programme of training and support to improve their employability
- To liaise with and provide support for the Employment Plus management and delivery team in relation to work with employers.
- Maintain and update employer contacts on the company's client relationship system (CRM).
- Represent the company at conferences, seminars and workshops/webinars
- Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices
- Where required under the terms of the contract, staff are to ensure that participants are made aware that projects are ESF co-funded.

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- Other duties commensurate with the level and nature of the post.

Personal specification

- Experience of working in the employment/careers/training/education sector, particularly in employer engagement
- Strong interpersonal skills together with excellent relationship management skills
- Excellent communicator and high level of presentation skills (1:1 and groups)
- Ability to influence and engage decision makers
- Ability to develop and manage extensive networks and contacts
- Able to meet deadlines
- Knowledge of education, employment and training fields and an ability to demonstrate a real interest and confidence with working with employers.
- Must be a self-starter and work independently with an ability to achieve targets and manage conflicting pressures and deadlines
- Ability to use ICT (minimum requirement is an ability to use Word and follow instructions for the inputting and retrieval of information from a database)
- Good oral and written communication skills, including the ability to prepare data and present reports
- Demonstrate an understanding and active commitment to equality and diversity
- Commitment to continuous professional development
- Able to work flexibly including some evenings and Saturdays