

## Job Description

<b>Job Title:</b>	Employment Officer	<b>Job Number:</b>	P1337D
<b>Directorate:</b>	Migration Team	<b>Post Number:</b>	COVCC0000683
<b>Services:</b>	Libraries, Information, Health and Advice	<b>Grade:</b>	5
<b>Location:</b>	One Friargate		
<b>Our Values</b>	We expect everyone who works for us to be committed to our One Coventry values & to share our commitment to becoming a more diverse and inclusive organisation.		

### Job Purpose:

The post holder will join Coventry City Council's Resettlement team who are working in partnership with World Jewish Relief's Specialist Training and Employment Programme for refugees (STEP), supporting Syrian refugees who have come to Britain as part of the Home Office's Vulnerable Persons Resettlement Scheme (VPRS) and participants on the Government's Vulnerable Children's Resettlement Scheme (VCRS). STEP helps resettled refugees to develop the skills and identify the opportunities they need to secure sustainable employment, thereby enabling them to integrate fully into British society, so that they can become self-reliant, contributing and valued members of Britain's multi-cultural community.

1. To identify and network with potential employers within the city and nationally for the Syrian Peoples Vulnerable People's Scheme.
2. To create employment, work placement and training opportunities from local employers
3. To liaise with existing provisions including the Employment team within the council as well as Coventry Refugee and Migrant Centre to deliver successful opportunities for the client group.
4. To work with a client group of up to 100 people to move them in to sustainable employment.
5. To develop tools and processes to monitor the effectiveness of the support delivered to the clients.
6. To actively engage with World Jewish Relief Society to develop the engagement plan.

### Main Duties and Responsibilities:

#### Employer Liaison

- 1) Identify key employers within the city and develop successful partnerships to create bespoke opportunities for the client group.
- 2) To identify and work in key sectors that matches the client profile, where possible.
- 3) To develop an employer engagement programme for clients (site visits, interview training, job fairs etc)
- 4) To source employment opportunities with local and regional employers.

- 5) Actively liaise with the World Jewish Relief Society to determine engagement strategy with potential employers.

#### Training and Work placements

- 1) To liaise with Business in the Community locally.
- 2) To identify apprenticeship opportunities with colleges and employers.
- 3) To source training and work placement opportunities with employers.
- 4) To identify vocational training that will support a client in to employment in local colleges and training organisations.
- 5) To understand the recruitment needs of employers and implement any necessary training into the support for clients.
- 6) To provide "in placement support" to client and employer.
- 7) To manage a "Ready for Work" budget of up to £300 per client to be used to assist access or move towards employment, for example to pay for training courses , special equipment (hard capped boots ) and travel costs.

#### Client Group

- 1) Work with a client group referred by Coventry Migrant Centre and other agencies who are considered to be closest to the job market.
- 2) To meet with the clients on a one to one basis to agree an action plan in to work and to inspire and motivate clients.
- 3) To develop and offer employability group training in CVs, job applications and interviews, where necessary.
- 4) Pre and post support for clients with applications and interviews.
- 5) To liaise with employers where clients are making applications.
- 6) To offer post employment support for client and employer.
- 7) To refer client for additional ESOL support and/or training.

#### Networking and Representing

1. Represent the Team at events and exhibitions and at management meetings for partnership projects.
2. Establish a wide range of local and regional contacts for evaluation, dissemination and programme development purposes.

#### Marketing Services

1. Ensure good news stories are identified and developed for promotional purposes.
2. Create case studies, preparing press and promotional material and organising team activity in relation to exhibitions and events.

#### Information Technology

1. Manage the client database, ensuring the integrity of client data and using information technology to pursue the key duties of the post.
2. Work with external agencies to ensure integrity of data and compliance with data protection.

#### Quality System

1. Manage the quality and evaluation procedures within the project and work with the team member's to develop methods for continuous improvement.
2. Any other Duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be

affected by their actions or by their omissions

- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

<b>Responsible for:</b>	<b>No line management responsibility</b>	<b>Responsible to:</b>	<b>Migration Programme Manager</b>
<b>Date Reviewed:</b>	<b>October 2019</b>	<b>Updated:</b>	<b>November 2021</b>



Coventry City Council

## Person Specification

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<b>Location:</b>	One Friargate		

Area	Description	
<b>Knowledge:</b>	Good knowledge of the employment market and barriers faced by newly arrived communities/ hard to reach communities to access employment market.	Application Form.
	Knowledge of the key agencies within the welfare to work arena, such as government key prime delivery organisation, Skills Funding agency and Department of Work and Pensions.	Interview/Application Form
	Knowledge of these partners' contributions to economic development strategies, programmes and funding opportunities.	Interview
	Knowledge of Client Tracking Systems, must be able to manage information and collate data for performance review purposes.	Interview / Application Form

<b>Skills and Abilities:</b>	Excellent verbal, presentational and written communication skills for making presentations and preparing a wide range of written material.	Interview / Application Form
	Good negotiating and influencing skills	Interview
	Excellent information technology skills to record, analyse and present information, and prepare written material.	Interview / Application Form
	Able to evaluate programmes against performance criteria and make recommendations for future action.	Interview / Application Form
	Ability to work on own initiative and meet deadlines	Application Form
	Able to manage personal time, set priorities and achieve goals and targets.	Interview/ Application Form
	Able to work flexibly in a team structure and undertake occasional early morning or evening work in connection with exhibitions and meetings.	Application Form
	Able to work with all service users in line with the City Council's Equal Opportunities Policy.	Interview / Application Form

<b>Experience:</b>	Experience of working with partner organisations to achieve common goals.	Interview/Application Form
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<b>Educational:</b>	Relevant educational qualification or experience in the area.	Application Form
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**Special  
Requirements:**

Ability to travel around for attendance at meetings within Coventry and at regional locations.

Application Form

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

*Mahmood Bismillah, Employment Manager*

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

*Sunairah Miraj, Programme Delivery Manager-Migration*

