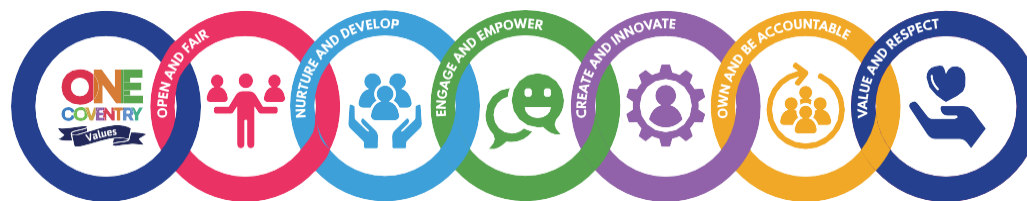


Job Description and Person Specification



Job Description

Job Title	Employment Link Officer – Trailblazer
Grade	6
Service	Employment, Skills and Adult Education Service
Reports to	Delivery Manager
Location	Job Shop and Outreach locations
Job Evaluation Code	D2055D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

The post holder will be required to:

1. To deliver an effective employment service to clients across the city, within the groups identified by the council
2. To provide a consistent point of contact, support and advice for individual clients, to support them towards and into sustainable employment, including the period after their recruitment. To ensure that clients have opportunity to achieve maximum benefit from the services.
3. To work collaboratively as part of a team to ensure that overall performance targets and outcomes are achieved, most importantly for people into jobs, and to achieve these at an individual level
4. To work closely with the employer engagement team to ensure that matches of clients and jobs are successfully achieved, in order to secure and sustain employment for clients
5. Promote the Employment Team's services in the city, and where appropriate signpost clients to other employment provision

Main Duties & Key Accountabilities

Core Knowledge

Project Management

1. Responsible for day to day management of lone working processes and procedures. Supporting Managers and Principal Employment Officers and ensuring that all Health and Safety procedures are adhered to.
2. Develop project management processes that enable the costs and outputs of programmes to be regularly reported to the city council and external funding agencies.
3. Monitor and evaluate the performance of the main activities of the team by developing and embedding audit compliance framework.

4. Monitor Project budgetary control systems.
5. Negotiate with clients, partners, suppliers and external funding agencies to achieve contract requirements and the affective use of resources.
6. Act as the Project Officer for specific externally funded projects within the employment team, (Government and European Structural Funds) and ensuring compliance with the terms and conditions of the funding provider.
7. Responsible for checking all project paper work. Ensuring all paperwork is audit compliant and meets the guidance outlined by the funding provider.

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.
3. Ensure that funding agency promotional requirements are met.

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.

Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
DWP – Job CentrePlus Prospects WMCA partners Community Hubs/Locations ICB	Adult Education

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	D2055D
Knowledge	
<ul style="list-style-type: none"> • Good knowledge of Government and WMCA funding regimes. 	
<ul style="list-style-type: none"> • 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. 	
<ul style="list-style-type: none"> • Knowledge of these partners' contributions to economic development strategies, programmes and funding opportunities 	
<ul style="list-style-type: none"> • Knowledge of best practice in project management, principally in relation to monitoring, evaluation and financial management. 	
<ul style="list-style-type: none"> • Knowledge of Client Tracking Systems, must be able to manage information and collate data for performance review purposes. 	
<ul style="list-style-type: none"> • An awareness of and commitment to equality, diversity and inclusion of opportunities in the context of the labour market. 	
Skills and Abilities	
<ul style="list-style-type: none"> • Excellent verbal, presentational and written communication skills for making presentations and preparing a wide range of written material. 	
<ul style="list-style-type: none"> • Good negotiating and influencing skills for working with Team members and Funding Provider 	
<ul style="list-style-type: none"> • Excellent information technology skills to record, analyse and present information, and prepare written material. 	
<ul style="list-style-type: none"> • Able to think systematically and develop processes to record, analyse and present complex financial and other information. 	
<ul style="list-style-type: none"> • Able to prepare financial forecasts and maintain a budgetary control system using spreadsheets. 	
<ul style="list-style-type: none"> • Able to evaluate programmes against performance criteria and make recommendations for future action. 	
<ul style="list-style-type: none"> • Must have a good understanding of audit compliance procedures. Be able to develop and monitor process to ensure that all contractual obligations are met and funding streams are secure. 	

<ul style="list-style-type: none"> • Able to manage personal time, set priorities and achieve goals and targets.
<ul style="list-style-type: none"> • Able to work flexibly in a team structure and undertake occasional early morning or evening work in connection with exhibitions and meetings.
<ul style="list-style-type: none"> • Able to demonstrate a commitment to implement equality, Diversity and Inclusion opportunities.
<ul style="list-style-type: none"> • Able to work with all service users in line with the City Council's Equality, Diversity and Inclusion Policy.
Experience
<ul style="list-style-type: none"> • Experience of managing complex projects that require the regular monitoring and reporting of financial and output information.
<ul style="list-style-type: none"> • Experience of working with partner organisations to achieve common goals.
Qualifications
<ul style="list-style-type: none"> • Demonstration of competence in budget management, report writing and research analysis. The level of competence through an appropriate professional qualification or relevant work experience. The latter would need to be sufficient to counterbalance the lack of the required educational attainment
Special Requirements
<ul style="list-style-type: none"> • Undertake regular travel around the city and deliver services at outreach locations
<ul style="list-style-type: none"> • Undertake occasional evening and weekend work

Date Created	22/11/2022	Date Reviewed	06/10/2025
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