Coventry City Council

Job Description and Person Specification

Employment Link Officer

Job Details	
Grade	GRD6
Service	Employment & Skills
Location	City Wide
Job Evaluation Code	D20770

About Coventry City Council

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:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

To work with voluntary, public, private sector organisations to promote the Step into Work Programme & lead employment routes for people with EHCP.

To actively network with partners and to build and maintain partnerships that support local people.

To maximise the opportunities for Coventry's SEND community
To liaise on behalf of the City Council with nominated funded and supported employment initiatives.

Main Duties & Key Accountabilities
Supporting the data capture needs of the management, ensuring audit trails are secure, ensuring efficient monitoring, budgetary control and evaluation, and collecting information.
Leading for the City Council on supporting and developing partnerships aimed at helping employers link with the SEND community successfully fill local vacancies. Co-ordinating the processes and systems to ensure the Strategic Partnership is fully operational.
Working with the Job Shop to identify vacancies and job opportunities and publicising these through the partnership.
Acting as Link and/or Project Officer for the City Council with nominated employment initiatives and supporting and monitoring the progress of grant-aided work.
Developing and implementing new initiatives to promote employment/training opportunities aimed at those with SEND
Managing a team of people who will be directly supporting people with an Education Health and Care Plan on the SEND study programmes.
Acting as the lead officer in the city's Strategic Job Shop Partnership, supporting organisations and strengthening relationships with partners.
Seeking out, with team colleagues and external partners, additional funding resources to develop partnerships further and the employment strategy.
Acting as project officer to specific grant funded initiatives. Supporting, monitoring and evaluating the performance of the projects and advise the City Council on progress and possible developments.
Linking with key regeneration/employment initiatives, assisting local unemployed people with SEND to overcome any barriers they face getting into work or work-related training

Key Relationships	
External:	Local Businesses DWP Prospects Community Hubs Education Centres BASE
Internal:	The Job Shop Coventry Learns SEND Teams

Coventry City Council

	Curriculum delivery Managers Finance Support Services Education and Skills Area Leads

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.
● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
● any other duties and responsibilities within the range of the salary grade.

Responsible for

No People Management Responsibilities

Person Specification

Requirement Type	Int	App	Ass	Requirement
Knowledge	x			Knowledge of the issues and barriers to accessing employment and training experienced by people with SEND, and people from disadvantaged backgrounds.
Knowledge	x			Knowledge of policies and initiatives designed to assist people with SEND to become more successful in the labour market.
Knowledge	x			A well-developed understanding of the powerlessness and economic circumstances suffered by unwaged people and other people in low income areas.
Skills And Ability	x			The skill to play a leading role in supporting and encouraging a range of partners who focus on jobs and community economic development
Skills And Ability	x	x		Ability to create highly developed partnership working and ensuring partnerships are sustained and successful.

Skills And Ability	x			The skill to set up and use effective monitoring and evaluation systems for employment projects and initiatives.
Experience	x			Team leader or management experience
Experience	x			Experience of working with people with SEND in community, training and employment settings.
Experience	x			Have direct experience in development, implementation and monitoring of projects to address unemployment and poverty either in the public of voluntary sectors.