

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Employment Link Officer
<b>Grade</b>	6
<b>Service</b>	Skills, Employment and Adult Education
<b>Reports to</b>	Employment Development Manager
<b>Location</b>	One Friargate / Job Shop / City Wide
<b>Job Evaluation Code</b>	D20770



# 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 priorities** – Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

**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 work with voluntary sector, public sector and private sector organisations to promote Employment programmes and leading Employer Engagement activities for Coventry City Council. To actively network with partners and to build and maintain this partnership to support local people using the Job Shop.
2. To maximise the opportunities for Coventry's residents to take up employment and skills initiatives.
3. To liaise on behalf of the City Council with nominated funded and supported employment initiatives.
4. To facilitate the Partnership Network. Design and implement the systems required following guidance from Management and Partnership Steering Groups, such as Data Protection/ Information Sharing Protocols.

## Main Duties & Key Accountabilities

### Core Knowledge

1. Work with employment initiatives in the city and the Job Shop to publicise efficiently and effectively manage our skills and employability initiatives and create opportunities for local people, particularly in the most disadvantaged neighbourhoods of the city.
2. Support the data capture needs of the management, ensure audit trails are secure, ensure efficient monitoring, budgetary control and evaluation, and collect information.
3. Lead for the City Council on supporting and developing the local partnerships with a range of local organisations helping both employers and customers to link successfully in filling local job vacancies. Co-ordinate the processes and systems to ensure the Strategic Partnership is fully operational.
4. To work with the Employer Engagement Team in identifying Apprenticeship vacancies and job opportunities and in publicising these through

the partnership.

5. Act as Link and/or Project Officer for the City Council with nominated employment initiatives, and support and monitor the progress of grant-aided work, including Supported internships and Pathways to Employment.
6. Develop and implement new initiatives, with local authority colleagues and others, to promote employment and training opportunities, reduce poverty and to encourage residents to play a more active role in the regeneration of the City.

#### Specific Tasks:

7. Act as the lead officer in the city's Strategic Job Shop Partnership, supporting organisations and strengthening relationships with other voluntary, community, public and private sector partners.
8. Work with the Employer Engagement Team to establish systems for City Council vacancies and other relevant vacancies to be circulated quickly and effectively to partners.
9. Seeking out, with team colleagues and external partners, additional funding resources to develop partnerships further and the employment strategy.
10. Act as project officer to specific grant funded initiatives. To support, monitor and evaluate the performance of the projects and advise the City Council on progress and possible developments.
11. Link with the key regeneration and employment initiatives in the City, especially in the priority areas, to maximise the joint work on assisting local unemployed people to overcome any barriers they may face in getting into work or relevant work-related training.

#### General Duties

12. Organise exhibitions, workshops, conferences and other events as required. Support the production of publicity and the making of administrative arrangements.
13. Advise and promote action on equal opportunities issues, particularly in relation to employment matters, which arise from the monitoring of the division's work.
14. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<p><b>External</b>  DWP – Job CentrePlus  Prospects  UKSPF Partners  Community Hubs/Locations  Schools/colleges  Key Employers  BASE</p>	<p><b>Internal</b>  Programme Management Team  Employer Engagement Team  Job Shop  SEND Team  EHCP Coordinators</p>
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## 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:**

Employment Coach/Job Coach



## Person specification

<b>Job Evaluation Code</b>	D2077D
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• A well developed understanding of the issues and barriers to accessing employment and training experienced by people, especially young people, people from diverse ethnic and cultural origins, and people from disadvantaged backgrounds.</li> </ul>	
<ul style="list-style-type: none"> <li>• A knowledge of highly developed partnership working and the things that make such partnerships work.</li> </ul>	
<ul style="list-style-type: none"> <li>• A well-developed understanding of the powerlessness and economic circumstances suffered by unwaged people and other people in low income areas.</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of the aims and activities of Regeneration Services and other organisations in the public and voluntary sectors working to assist people to overcome economic disadvantage and powerlessness.</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of community-based jobs and employment initiatives, and of how to support and develop such initiatives.</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of policies and initiatives designed to assist people to become more competitive in the labour market, to tackle poverty and to reduce powerlessness in areas of high unemployment and low incomes.</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• The skill to play a key a leading role in supporting and encouraging a range of partners who are focused on jobs and community economic development in areas of high unemployment and disadvantage.</li> </ul>	
<ul style="list-style-type: none"> <li>• The skill to work with a range of partners to achieve stated joint objectives efficiently and effectively.</li> </ul>	
<ul style="list-style-type: none"> <li>• The skill to set up and use effective monitoring and evaluation systems for employment projects and initiatives.</li> </ul>	
<ul style="list-style-type: none"> <li>• Skill to research and report on new trends and opportunities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Well-developed skills in relating to people and community groups and in working with voluntary organisations whose aims are to improve the employment opportunities for disadvantaged people and reduce the effects of poverty in low income areas.</li> </ul>	
<ul style="list-style-type: none"> <li>• Flexibility and resourcefulness, having an innovative approach to problem solving and developing appropriate solutions.</li> </ul>	
<ul style="list-style-type: none"> <li>• The ability to communicate at all levels both in writing and verbally.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to manage priorities, deliver work to a high professional standard and meet deadlines.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to use a database independently and web-based.</li> </ul>	

<ul style="list-style-type: none"> <li>• Work in partnership with other agencies.</li> <li>• Able to undertake occasional evening meetings and weekend fairs as necessary.</li> </ul>
<b>Skills and Abilities continued</b>
<ul style="list-style-type: none"> <li>• Able to organise and chair meetings and take minutes</li> </ul>
<ul style="list-style-type: none"> <li>• Able to maintain manual and computer records and record evidence as required by Service policy and procedures</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to work evenings and weekends as required</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to form positive working relationships with other professionals</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Have direct experience in development, implementation and monitoring of projects to tackle unemployment and poverty either in the public or voluntary sectors.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in being responsible for and administering budgets.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of working with people in community, training and employment settings.</li> </ul>
<ul style="list-style-type: none"> <li>• The use of information technology to store, analyse and interpret data and information, preferably Microsoft Office applications.</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Educated to a level sufficient to undertake the tasks within this role</li> </ul>
<ul style="list-style-type: none"> <li>• Substantial relevant work experience, measured in relation to the skills and abilities required to perform the tasks of the post.</li> </ul>
<b>Special Requirements</b>

<b>Date Created</b>	08/2021	<b>Date Reviewed</b>	31/10/2024
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