

# Job Description and Person Specification

## Employer Link Officer

Job Details	
Grade	6
Service	Skills, Employment and Adult Education
Location	Job Shop/Adult Education
Job Evaluation Code	D20770

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

Job Purpose
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To work with voluntary sector, public sector and private sector organisations to promote the SEND Study Programmes and lead on the pathways to employment routes for people with an Education Health and Care Plan for Coventry City Council. To actively network with partners and to build and maintain partnerships to support local people.

To maximise the opportunities for Coventry's SEND community to take-up the Pathways to Employment provisions.

To liaise on behalf of the City Council with nominated funded and supported employment initiatives.

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
Working with employment initiatives in the city and the Job Shop to publicise efficiently and effectively managing our Pathways to Employment Study Programmes and creating opportunities for local people with SEND, particularly in the most disadvantaged neighbourhoods of the city.
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 the local partnerships with a range of local organisations helping both employers and customers with SEND to link successfully in filling local job 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, with local authority colleagues and others, to promote employment and training opportunities, reducing poverty and encouraging residents with SEND to play a more active role in the regeneration of the City.
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 other voluntary, community, public and private sector partners.
Working with the Job Shop to establish systems for City Council vacancies and other relevant SEND vacancies to be circulated quickly and effectively to 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 the key regeneration and employment initiatives in the City, especially in the priority areas, maximising the joint work on assisting local unemployed people with SEND to overcome any barriers they may face in getting into work or relevant work-related training.

Key Relationships			
External:	Local Businesses DWP Prospects Community Hubs Education Centres BASE	Internal:	The Job Shop SEND Teams Curriculum delivery Managers Finance Support Services Education and Skills Area Lead Managers

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Training</b></p> <p>The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
Disability Employment Coach Job Coach Learning Support Assistant Apprentice

Person Specification	
Requirements	
Knowledge	Knowledge of the issues and barriers to accessing employment and training experienced by people with SEND, especially young people, people from diverse ethnic and cultural origins, and people from disadvantaged backgrounds.
Knowledge	Knowledge of policies and initiatives designed to assist people with SEND to become more competitive in the labour market, to tackle poverty and to reduce powerlessness in areas of high unemployment and low incomes.
Knowledge	A well-developed understanding of the powerlessness and economic circumstances suffered by unwaged people and other people in low income areas.
Skills And Ability	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.
Skills And Ability	Ability to create highly developed partnership working and ensuring partnerships are sustained and successful.
Skills And Ability	The skill to set up and use effective monitoring and evaluation systems for employment projects and initiatives.
Skills And Ability	Well-developed skills in relating to SEND 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.
Skills And Ability	Flexibility and resourcefulness, having an innovative approach to problem solving and developing appropriate solutions.
Experience	Have direct experience in development, implementation and monitoring of projects to tackle unemployment and poverty either in the public or voluntary sectors.
Experience	Team leader or management experience
Experience	Experience of working with people with SEND in community, training and employment settings.
Qualification	Substantial relevant work experience, measured in relation to the skills and abilities required to perform the tasks of the post.

Special Requirements	A Criminal Record Disclosure (DBS) will be required prior to appointment.
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Declaration			
Reviewed/Created By:	Hannah Rogers		
Job Title:	Supported Employment Manager	Date:	29 April 2025