



Coventry City Council

Job Description

Post:	Employment Officer: Education (Your Vision Your Future)	Job Number:	P1337D
Service:	Migration Team	Post Number:	
Location:	Floor 9 Friargate	Grade:	5

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.

Job Purpose:

The post holder will join Coventry City Council's Migration Team to support young people from migrant and refugee communities with their integration journey.

Your Vision Your Future Project will support young people who are NEET into employment, education, apprenticeship and training 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.

Job role:

To identify and network with potential training providers, schools and colleges and other education establishments within the city and nationally to support client journey

To create training and apprenticeship opportunities for Young People who are NEET and from refugee and migrant backgrounds in conjunction with local employers; local colleges and training providers

To liaise with existing provisions other key stakeholders to deliver successful apprenticeship and training opportunities for the client group.

To work with a client group to move them in to sustainable training and apprenticeships, work placements and/or vocational training

To develop tools and processes to monitor the effectiveness of the support delivered to the clients.

To support the successful delivery of the 'Your Vision Your Future' project including performance management, supporting claims and meeting contractual obligations.

Main Duties and Responsibilities:

Employer Liaison

- Working close with the Employment Officer – Employers/ Businesses (Your Vision, Your Future), identify key employers within the city and develop successful partnerships to create bespoke opportunities around training, apprenticeships and work placements for young people aged 16-29 who are NEET and from refugee and migrant backgrounds.
- To identify and work in key sectors that matches the client profile where possible.
- To develop, in conjunction with the Employment Officer, an employer engagement programme for clients (site visits, interview training, job fairs, apprenticeship/training events etc)
- To source training, apprenticeship and work placement opportunities with local and regional employers in conjunction with training providers, colleges and other educational establishments
- Actively liaise with the Your Vision Your Future partnership to determine engagement strategy with training providers, schools and colleges.

Apprenticeship, Training and Work placements

- To identify and source apprenticeships, training and work placement opportunities working in partnership with colleges, training providers, schools and employers.
- To identify vocational training that will support a client into employment and meet the needs of local employers through working with local colleges, educational establishments and other training organisations.
- To understand the recruitment needs of employers and implement any necessary training into the support for clients.
- Work closely with colleagues in other Council services as well as schools, colleges and other education settings building effective relationships and supporting clients pre, during and post-delivery of the project
- To implement a range of interventions enabling young people to access education and other learning provision including apprenticeships, training and work placements

Client Group

- To recruit and meet with the clients on a one to one basis and agree an action plan to move them into work, training and/or apprenticeship and to inspire and motivate clients.
- To provide pre, during and post support to clients in relation to their training/apprenticeship and work placement needs.
- To refer client for additional support and/or training where needed, including ESOL provision.

Networking and Representing

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

Marketing Services

- Ensure good news stories are identified and developed for promotional purposes.
- Create case studies, preparing press and promotional material and organising team activity in relation to exhibitions and events in line with publicity requirements of the project

Information Technology

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

Quality System

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

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 Workforce Diversity and Inclusion Policy.

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

Responsible for: N/A

Responsible to: Project Manager YEI

Date Reviewed: 21/9/21

Updated:



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	Good knowledge of the training, apprenticeship and employment market and barriers faced by young people who are NEET from refugee and asylum seeker backgrounds to access these opportunities.
	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, Home Office, Ministry of Housing, Communities and Local Government.
	Knowledge of Client Tracking Systems. Must be able to manage information and collate data for performance review purposes.
	● Good knowledge of how to engage with young people who are NEET

Skills and Abilities:	Excellent verbal, presentational and written communication skills for making presentations and preparing a wide range of written material.
	Good negotiating and influencing skills
	Excellent information technology skills to record, analyse and present information, and prepare written material.
	Able to evaluate programmes against performance criteria and make recommendations for future action.
	Ability to work on own initiative and meet deadlines
	Able to manage personal time, set priorities and achieve goals and targets.
	Able to work flexibly in a team structure and undertake occasional early morning or evening work in connection with exhibitions and meetings.
	Able to undertake robust action planning with young people who are NEET to move them into work, training, work placements or apprenticeships
	● Able to work with all service users in line with the City Council's Equal Opportunities Policy.

Experience:	Experience of working with partner organisations to achieve common goals.
	● Experience of working with Young People who are NEET to move into work, apprenticeships, training or work placement.

Educational:	● Relevant educational qualification or experience in the area
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Special Requirements:	Ability to travel around for attendance at meetings within Coventry and at regional locations.
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