



Coventry City Council

## Job Description

<b>Post:</b>	Employment Officer – Employers/Businesses (Your Vision Your Future)	<b>Job Number:</b>	P1337D
<b>Service:</b>	Migration Team	<b>Post Number:</b>	
<b>Location:</b>	Floor 9 Friargate	<b>Grade:</b>	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 will support young people who are NEETS to get into employment, education 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.

To identify and network with potential employers within the city and nationally

To create employment, work placement opportunities with local employers

To liaise with existing provisions including the Council's Employment team, Coventry Refugee and Migrant Centre and other key stakeholders to deliver successful employment opportunities for the client group.

To work with a client group to move them in to sustainable employment.

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

- Identify key employers within the city and develop successful partnerships to create bespoke opportunities for the young people aged 16-29 who are NEET and from refugee and migrant backgrounds to move into sustained employment.
- To identify and work with key sectors that match the client profile, where possible.
- To develop an employer engagement programme for clients (site visits, interview training, job fairs etc)
- To source employment opportunities with local and regional employers.

- Actively liaise with the Your Vision Your Future partnership to determine engagement strategy with potential employers.
- To understand the recruitment needs of employers and implement any necessary training into the support for clients.
- To provide “in placement support” to client and employer
- To provide work placement opportunities to support clients into sustained employment

#### Client Group

- To recruit and meet with the clients on a one to one basis and agree an action plan to move them into sustained work and to inspire and motivate clients.
- To develop and offer employability group training in CVs, job applications and interviews, where necessary.
- Pre, during and post support for clients with applications and interviews as well as providing ongoing support to overcome any barriers to employment.
- To liaise with employers where clients are making applications.
- To offer post-employment support for client and employer to enable job sustainment
- To refer client for additional support and/or training where identified.

#### 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 a 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 the team member's to develop methods for continuous improvement.
- Any other Duties and responsibilities within the range of the salary grade.
- 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:**

## Person Specification

<b>Post:</b>	Employment Officer – Employers/Businesses (Your Vision Your Future)	<b>Job Number:</b>	P1337D
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Area	Description
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<b>Knowledge:</b>	Good knowledge of the employment market and barriers faced by young people who are NEET from refugee and migrant backgrounds to access employment market.
	Knowledge of the key agencies within the welfare to work arena, such as government key prime delivery organisation, Skills Funding agency, Home Office, Ministry of Housing, Communities and Local Government and Department of Work and Pensions.
	Knowledge of these partners' contributions funding opportunities .
	Knowledge of Client Tracking Systems, must be able to manage information and collate data for performance review purposes.

<b>Skills and Abilities:</b>	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 undertake robust action planning with young people who are NEET to move them into work, training, work placements or apprenticeships
	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 work with all service users in line with the City Council's Equal Opportunities Policy.

<b>Experience:</b>	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.

<b>Educational:</b>	<ul style="list-style-type: none"> <li>Relevant educational qualification or experience in the area</li> </ul>
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<b>Special Requirements:</b>	Ability to travel around for attendance at meetings within Coventry and at regional locations.
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Date Reviewed: 21/9/21