

PLIAS RESETTLEMENT EMPLOYER ENGAGEMENT WORKER JOB DESCRIPTION

Reporting to: General Manager
Location: Bridge Park Complex, Brent
Salary: £25,000 - £27,000
Hours: Full time

Overall purpose of the Post

The Employer Engagement Worker will be required to develop an employability service which creates, promotes and delivers job opportunities for ex-offenders and other disadvantaged members of the community.

To identify and build relationships and partnerships with local and national employers to identify current and future vacancies for employment and apprenticeships opportunities for ex-offenders and other disadvantaged members of the community.

The role will require effective communication and negotiation skills as key relationships are built and managed with employers.

Duties and Responsibilities:

1. To actively seek and build partnership opportunities with employers which will enable PLIAS Resettlement to have an effective Employment Engagement Programme to meet the need and requirements of ex-offenders and other disadvantaged members of the community.
2. To initiate, establish and maintain effective employer links with employers, larger private sector companies, public and voluntary sector employers to secure employment and/or work experience placements for ex-offenders and other disadvantaged members of the community.
3. To identify and secure suitable employment opportunities across various employment sectors with local and national employers and source education and training opportunities to enable ex-offenders, vulnerable adults and other disadvantaged members of the community achieve their goals in securing employment.
4. To manage a caseload of clients seeking employment, education and training opportunities and to work closely with caseworkers and project staff on the needs of clients to increase their employment opportunities. At times providing in-depth case management when required.

5. To ensure effective communication with caseworkers, project staff and volunteers in order to source appropriate job vacancies and training opportunities for clients and to ensure that they are fully briefed when opportunities become available.
6. To proactively manage the on-going relationships with employers offering Job opportunities, acting in a timely and effective manner to troubleshoot any issues that may occur and be the first point of contact to deal with any immediate job placement problems that may occur in the early stages of the client's journey.
7. To provide 'in work' advice and support for employers and education and training providers to sustain the employment and education/training for ex-offenders and other disadvantaged members of the community.
8. To lead and organize Employments Fairs with the support and assistance of caseworkers and volunteers and run regular job club sessions and provide support to clients to apply for available job vacancies.
9. To produce and circulate a weekly job vacancy bulletin to clients, caseworkers, project staff and volunteers and develop a network of employers and voluntary organisations who can deliver taster, placements and voluntary work opportunities.
10. To provide advice and guidance to clients in a group setting or in person on job opportunities, CVs, applications forms, interviews and selection tests and be responsible for matching of clients to jobs, apprenticeships and placements opportunities and to ensure a positive experience for both client and the employer.
11. To undertake activities that will support the role, to include:
 - (a) Dealing with employers in person, in writing, by email and over the phone
 - (b) Developing and maintain a directory which includes contact addresses, names, emails, and telephone numbers of all employers, training providers and other relevant organisations where links has been established.
 - (c) Inputting data unto the PLIAS V-Links data base of interventions and outcomes
 - (d) Supporting project work e.g. data gathering/reporting for project management/evaluation meetings and reports to funder.
12. To gather feedback from employers and education and training providers to enable PLIAS Resettlement to quality assures its employability programme and the services being offered is meeting the desired outcomes and needs of clients.
13. To work closely with PLIAS staff and contribute to the development and implementation of evaluation and monitoring systems to facilitate achievement of project objectives and outcomes in conjunction with PLIAS management team
14. To maintain data management of all information regarding clients in line with Data Protection legislation, General Data Protection Regulation and PLIAS policies and procedures

15. To develop an employability strategy to contribute to the strategic business development of the organisation to support its operational growth
16. To maintain paperwork and clients records to a required quality standard to ensure that the clients' journey is documented in accordance with PLIAS quality standards and our funders, making sure where appropriate hard copies are placed in client's files
17. To contribute to PLIAS Resettlement diversity and equality opportunity Policy to ensure compliance from staff and volunteers.
18. To contribute to fund raising opportunities to ensure the sustainability of PLIAS Resettlement services.
19. To undertake any other duties that the management team may require that is commensurate with the post.

PERSON SPECIFICATION EMPLOYER ENGAGEMENT WORKER

Qualification & Experience	Essential	Desirable	How Tested
1. At least 3 years successful professional experience of employer engagement sourcing employment opportunities for ex-offenders, vulnerable groups and other disadvantaged members from different diverse communities.	√		A/I
2. Experience (or demonstrated ability) of engaging positively with employers to secure employment opportunities	√		A/I
3. Strong negotiation, face-to-face and telephone skills, with the ability to work in a target, driven environment	√		A/I
4. Successful experience of working within the employer engagement sector, particularly working with ex-offenders, vulnerable groups and other disadvantaged members of the community.	√		A/I
5. To demonstrate a track record of achieving performance targets for ex-offenders, vulnerable groups and other disadvantaged members of the community into employment.	√		A/I
6. Experience of networking and building successful relationships and partnerships with a wide range of employers or other professionals either within your place of work and/or externally	√		A/I
7. You need to be confident in 'cold calling' and face to face negotiations with Employers to open up job opportunities for ex-offenders, vulnerable adults and other disadvantaged members of the community.	√		A/I
8 Experience of working with people from a diverse range of backgrounds to overcome problems and barriers to employment.	√		A/I
9 Experience of working with ex-offenders and vulnerable adults in either the voluntary or statutory sectors	√		A/I
Skills & Ability	√		A/I
10. Ability to be self-motivated, manage own work and work as part of a team and take	√		A/I

responsibility for developments.			
11. Ability to work under pressure and to deadlines and to travel locally and work flexible hours as required.	√		A/I
12. Ability to liaise effectively with a wide range of employers, statutory and voluntary agencies to co-ordinate work with clients with multiple barriers		√	A
13. Excellent communication interpersonal, marketing and negotiation skills. Will be required for this post	√		A/I
14. Ability to balance conflicting demands and tight deadlines	√		A/I
15. Ability to maintain client records, including paper and database files with strong IT skills, with the ability to maintain accurate and timely electronic records and communicate effectively using appropriate IT resources.	√		A/I
Knowledge & Understanding			
16. Understanding of employment, health and safety and safeguarding issues for ex-offenders and vulnerable adults	√		A/I
17. Knowledge and understanding of some of the barriers to employment face by the ex-offenders with mental health problems and the ability to help overcome these barriers	√		A/I
18. Understanding and ability to promote diversity and treat colleagues, clients and volunteers fairly and with respect.	√		A/I
19. Knowledge of relevant legislation, especially in relation to ex-offenders and those with mental health issues	√		A/I
20. To comply with the organisation policies (including health & safety, safeguarding and data security and confidentiality so that clients and colleagues are protected at all times.	√		A/I
21. To contribute to PLIAS Resettlement diversity and equality opportunity Policy to ensure compliance from staff and volunteers.	√		A/I
22. To contribute to fund raising opportunities			

to ensure sustainability of PLIAS Resettlement services.	√		A/I
23. To undertake any other duties that the management team may require that is commensurate with the post.	√		A/I

Key: **A** these criteria will be assessed based on your application form
I these criteria will be assessed based on your interview