**Leeds City Council**

**Job description**

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| **Job title:** | Employer Engagement Coordinator  | **Salary:** £29,636 – £31,371 |  |
| **Service area:** | Migration Yorkshire | **Grade:** SO2 |  |
| **Directorate:** | Communities and Environment | **Date:** November 2019 |  |
| **Reports to:** | Employer Engagement Manager |  |  |

**Fixed Term**  30th June 2021  **Full time:** 37 hours

**Job purpose:**

The purpose of this job is to establish and maintain relationships and opportunities with employers, external training providers and colleges alongside other employment providers to achieve sustainable jobs and skills outcomes for participants on the Connecting Opportunities project across Leeds City Region.

This role will work with Connecting Opportunities partners and with employers to co-ordinate and develop employment and skills opportunities for participants. It will raise awareness and promote the positive benefits recruitment and upskilling of refugees and migrants at a local and regional level, by sharing best practice with employers, education providers and other key stakeholders in the recruitment and retention of refugees.

We are looking for a highly motivated and enthusiastic individual with excellent communication skills, experience in working with employers and the ability to work effectively and positively with both employers, refugees and migrants to achieve sustainable job outcomes.

**Job background:**

Connecting Opportunities works with new migrants to develop their skills and opportunities to find work and be part of the local community. Connecting Opportunities is managed by Migration Yorkshire and delivered by nine other organisations that specialise in working with migrants are offering tailored support, cultural orientation, English language classes and other training across West Yorkshire and part of North Yorkshire (Craven, Harrogate, Selby and York). The project is also creating new local connections, with opportunities for local people to be volunteer mentors and befrienders, and for employers to provide work placements to help people get a foothold in the job market.

Connecting Opportunities is funded by the European Social Fund and the National Lottery Community Fund as part of the Building Better Opportunities (BBO) programme.

This post is based with Migration Yorkshire, which is hosted by Leeds City Council. Migration Yorkshire works with national government, local government, and others to ensure that Yorkshire and Humber can deal with, and benefit from, migration.

**Key duties and responsibilities:**

* Support the Employer Engagement Manager to establish, coordinate and develop an employer engagement strategy for refugees at Migration Yorkshire;
* Build and maintain an excellent understanding of local, regional and national labour market and training and education provision for refugees;
* Develop and carry out strategies to enable targeted approaches to employers and to provide viable solutions for their recruitment requirements whilst also recognising the needs of refugees;
* Develop and co-ordinate a portfolio of skills training that can be accessed by CO participants from across Leeds City Region;
* Alongside the Employer Engagement Manager establish and develop positive relationships with employers to secure sustainable employment opportunities for refugees and other marginalised and vulnerable new migrants;
* Develop and maintain relationships with CO project partners to match participants and employer needs, support their employer engagement work and share best practice;
* Promote and increase employer awareness positive benefits recruiting refugees via delivery workshops/presentations and establishing an employer network;
* Build and maintain database employers & local training and skills provision and provide CO partners with timely access to information on job, training and other appropriate opportunities;
* To actively and positively promote greater understanding refugee employment needs via range marketing activities such as networking, attendance at events and public relations activity;
* To produce written update reports to a variety of audiences;
* To establish and develop links with the wider work of Migration Yorkshire and across the refugee sector;
* To maintain an up to date awareness of local and national recruitment and employment policy and practice affecting refugees and other marginalised and vulnerable new migrants;
* To be responsible for personal learning and development and undertake training to increase knowledge, skills and awareness;
* To work with other members of the team to ensure Leeds City Council and Migration Yorkshire values and procedures are followed in all areas of work, including finance, safeguarding, health and safety, data protection, diversity etc.

**General:**

* Respect the confidential nature of the work and follow good practice in data protection.
* Provide excellent customer service to all stakeholders.
* Provide occasional cover for other team members, as required, commensurate with the grade of the post holder.
* Be responsive to the needs of the team and support colleagues as required.
* There will be occasional work outside office hours to meet the needs of the project.
* There will be occasional travel across Yorkshire and Humber, and sometimes beyond the region, for meetings and events.

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**Person specification**

The post holder should demonstrate that they meet these requirements. **All are essential.**

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| **Qualifications** |  |
| Degree level education or equivalent through relevant training/experience | A |
| **Experience and knowledge** |  |
| Experience of employer engagement work | A/I |
| Experience of working successfully in partnership with other organisations | A/I |
| Experience of developing and successfully delivering new services/projects | A/I |
| Experience planning, initiating and organising events/projects  | A/I |
| Experience delivering presentations and facilitating training | A/I |
| Experience working positively with people from diverse backgrounds | A/I |
| Knowledge of the barriers to employment and learning faced by refugees and marginalised and vulnerable migrants | A/I |
| Experience marketing and promoting service/project | A/I |
| Experience of managing competing priorities | A/I |
| Knowledge local labour market, employer needs, employment initiatives and the employment & skills agenda | A/I |
| Knowledge of confidentiality, data protection and freedom of information | A/I |
| **Skills/Abilities** |  |
| Ability to deliver and co-ordinate service that meets employer and refugee needs | A/I |
| Excellent organisational and time management skills | A/I |
| Excellent written and verbal communication skills at all levels | A/I |
| Excellent administration skills and attention to detail | A/I |
| Ability to work on own initiative as well as to work collaboratively as part of a team | A/I |
| Ability to promote the work of the project to partnership agencies, employers, mainstream services and the wider community | A/I |
| Ability to use a wide range of IT effectively e.g. databases, spreadsheets, word processing, email. | A/I |
| Ability to work collaboratively with strong working relationships across the partnership and sectors | A/I |
| **Other characteristics** |  |
| Commitment to diversity, equal opportunities and community cohesion | A/I |
| Enthusiastic about the integration of migrants and about ensuring that Yorkshire and Humber benefits from migration | A/I |
| Ability to work collaboratively as part of a team. | A/I |
| Flexible, responsive to change and feedback and willing to learn | A/I |

**Job Risk Analysis**

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| Recruiting employer | Leeds City Council |
| Department and section | Migration Yorkshire, Communities and Environment |
| Post or job title | Employer Engagement Coordinator |
| Description of main activities the applicant would be required to undertake | The purpose of this job is to establish and maintain relationships and opportunities with employers, external training providers and colleges alongside other employment providers to achieve sustainable jobs and skills outcomes for participants on the Connecting Opportunities project across Leeds City Region. |
| Hours and work pattern | Full-time 37 hours |

**If the work contains any of these elements it is defined as a PART A role.**

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| **Work element** | **YES** | **NO** |
| Work at heights (over 2m). |  | X |
| Work in excessively noisy environments. |  | X |
| Work in unusual environmental conditions, such as confined spaces (where the air does not flow free and fresh, or where there may be a build-up of gases, vapours or fumes, or the need for the use of breathing apparatus). |  | X |
| Use of tools and equipment associated with hand, arm or whole body vibration. |  | X |
| Driving Leeds City Council vehicles. |  | X |
| Transporting others (i.e., only those driving HGVs over 7.5 tons, PCVs, minibuses requiring MIDAS qualification or DVLA Gp 2) and anyone transporting, as part of their normal duties, more than three persons. |  | X |
| Contact with hazardous substances identified as requiring regular health surveillance under COSHH (this includes infectious agents, for example from bodily fluids or zoonoses).  |  | X |
| Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust. |  | X |
| Work with lead or lead-based products. |  | X |
| Work with, or regularly in, environments where there are likely to be materials containing asbestos. |  | X |
| Work that requires an employee to be immunised.  |  | X |
| Fieldwork or work in extreme conditions e.g. involving excessive heat or cold, or frequently walking long distances over rough terrain in all weather conditions. |  | X |
| Any other occupational hazards or comments relevant to this post (state): |  | X |

**All other roles are defined as PART B. Please indicate if the work involves any of these elements.**

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| **Work element** | **YES** | **NO** |
| Face to face contact with the public or service users. |  | X |
| Working in isolation or lone working. |  | X |
| Work with electrical wiring. |  | X |
| Work where there may be occupational exposure to bodily fluids (all reasonable control measures will have been identified and implemented). N.B. If the risk assessment identifies that immunization is required, this should be classed as a Part A role. |  | X |
| Work that may bring the employee into contact with rodents or other animals or livestock. N.B. If the risk assessment identifies that immunisation is required, this should be classed as a Part A role. |  | X |
| Manual handling or moving and handling (i.e. other than routine office lifting and carrying). |  | X |
| Working with vulnerable service users. |  | X |
| Work with repetitive movements or forced posture. |  | X |
| Work as a regular display screen user. |  | X |
| Work involving the preparation or handling of unwrapped foods to be consumed without further cooking, for example, sandwich preparation. |  | X |
| General office-based activities. | X |  |
| Potential driving of own vehicle on council business.  |  | X |
| Any other occupational hazards or comments relevant to this post (state): |  | X |

**N.B. Appropriate control measures for these identified hazards will have been identified and implemented.**

**This role has been classified as a PART B ROLE.**