**Leeds City Council**

**Job Description**

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| **Job title:** | Employer Engagement Manager | **Salary:** £32,029 - £34,788 |  |
| **Service area:** | Migration Yorkshire | **Grade:** PO2 |  |
| **Directorate:** | Communities and Environment | **Date:** November 2019 |  |
| **Reports to:** | Regional Asylum and Refugee Integration Manager |  |  |

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

**Job purpose:**

The purpose of the job is to establish and coordinate a new employer engagement service to enhance refugee integration across the Yorkshire and Humber region with better outcomes for refugees and employers.

This role will develop and support new partnerships with employers to generate employment and mentoring opportunities, corporate social responsibility activities and active engagement from employers in a new coordinated strategic approach to refugee integration in Yorkshire & Humber. The post-holder will be experienced in employer engagement work, and able to lead a new coordinated strategic cross-sector approach across the Yorkshire & Humber region. This will involve in-depth knowledge of employer engagement, strategic and creative thinking, and an ability to create and maintain excellent relationships and find collaborative solutions for partners.

The Employer Engagement Manager will be part of the Refugee Integration Yorkshire and Humber project at Migration Yorkshire, and will work closely with colleagues and external cross-sector organisations to achieve a coordinated approach to employer engagement across our projects and more broadly in the refugee/ migration sector.

**Job background:**

The Refugee Integration Yorkshire & Humber project will provide comprehensive support to improve the integration of refugees, with a strategic approach and front-line services, underpinned by comprehensive evidence and refugee participation. Refugee Integration Yorkshire & Humber will deliver a regional strategy with commitments from all partners, galvanise key services, employers and civil society, produce robust research, and provide local one-to-one support and opportunities for individual refugees.

The project is managed by Migration Yorkshire and delivered across the Yorkshire & Humber region through a partnership of seven organisations. The project is part funded by the European Union Asylum, Migration and Integration Fund.

This post is 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:**

* Establish, develop and coordinate delivery of an employer engagement plan to meet the needs of employers, refugees and support organisations in Yorkshire & Humber
* Work closely with Migration Yorkshire colleagues and refugee/migrant organisations across Yorkshire & Humber to enable a coordinated approach to employer engagement
* Undertake a scoping exercise on the current state of employer engagement with refugees and migrants in Yorkshire & Humber
* Establish and develop excellent relationships with employers, and develop partnerships through a range of methods including networking, employer events, training, workshops and presentations
* Develop and support a mentoring scheme with employers and refugees
* Support employers to create a range of employment opportunities for refugees, and work with employers and refugee/migrant organisations to maximise the opportunities
* Encourage and support employers to deliver corporate social responsibility activities related to refugee integration in Yorkshire & Humber
* Develop and maintain relationships with stakeholders and partners from across the statutory and voluntary sectors, support their employer engagement work and share best practice
* Work with refugees through the Refugee Integration Yorkshire & Humber project to ensure that planning and implementation is based on lived experience
* Oversee the development of a database employers, mentoring opportunities, local training and skills provision and provide partners with timely access to information on job, training and other appropriate opportunities
* Line manage the Employer Engagement Coordinator, part of the Connecting Opportunities team at Migration Yorkshire, and ensure we are working coherently across projects to achieve maximum benefits for refugees in the region;
* Actively and positively promote greater understanding of refugee employment needs, experiences and opportunities with all partners organisations and in the wider public domain
* Produce regular written reports and verbal updates to a variety of audiences
* To maintain an up to date awareness of local, regional 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 procedures are followed in all areas of work, including finance, safeguarding, health and safety, data protection 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.

**Person specification**

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

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|  | **MOA** |
| **Qualifications** |  |
| Degree level education or equivalent through relevant training/experience | A |
| **Experience and knowledge** |  |
| Significant experience of managing employer engagement projects | A/I |
| Significant experience of supporting employers to create and deliver employment opportunities for marginalised, vulnerable or disadvantaged groups | A/I |
| Experience of successfully working with employers to deliver corporate social responsibility initiatives | A/I |
| Good understanding of the local labour market, employer needs, employment initiatives and the employment & skills agenda | A/I |
| Knowledge of the experiences, needs and issues for refugees, and the barriers to employment | A/I |
| Experience of working with vulnerable or excluded people | A/I |
| Experience of scoping/needs assessments and strategic planning | A/I |
| Experience of working in partnerships with other organisations to develop new ways of working | A/I |
| Experience of planning and delivering successful events | A/I |
| Experience of facilitating successful training and group working | A/I |
| Good understanding of confidentiality, data protection and freedom of information | A/I |
| **Skills/Abilities** |  |
| Ability to provide leadership and motivate others | A/I |
| Ability to work collaboratively with strong working relationships across teams and sectors to meet the needs of employers and refugees | A/I |
| Ability to manage projects including meeting targets and writing high-quality reports | A/I |
| Excellent organisational skills and attention to detail | A/I |
| Ability to keep clear and detailed records and information in a clear and concise manner | A/I |
| Ability to deliver training and lead employer events | A/I |
| Ability to represent the organisation professionally – in person, by phone and in writing | A/I |
| Excellent communication both verbally and in writing to a wide range of audiences including both sensitive and complex information | A/I |
| Ability to write and speak clearly understood including ensuring effective communication with people who have English as a second language | A/I |
| Ability to exercise professional judgement in handling confidential, or sensitive matters | A/I |
| Competent IT user including Word, Excel, PowerPoint and Outlook | 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 Manager |
| Description of main activities the applicant would be required to undertake | The purpose of the job is to establish and coordinate a new employer engagement service to enhance refugee integration across the Yorkshire and Humber region with better outcomes for refugees and employers. |
| 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.**