

This Job Description

Job Title: **Connect to Work – Employer Engagement Officer**

POSCODE:

Grade: SO2

Overall purpose of the job

They will champion the Connect to Work programme, by supporting delivery partners under the fidelity models to build a network of account managed employers, ensuring a continuous supply of supported employment opportunities for Connect to Work participants across Cambridgeshire and Peterborough.

The postholder will promote the Connect to Work programme at local partnerships, groups and relevant events, raising awareness and increase the number of potential participants completing expressions of interest applications.

The postholder will play a key role in influencing employers to support inclusive recruitment practices, helping to increase diversity and create a range of meaningful employment opportunities across the Cambridgeshire and Peterborough workforce.

Main accountabilities

1.	Engage directly with local employers in Cambridgeshire and Peterborough to support contracted delivery partners to achieve their target number of account managed employer relationships, ultimately ensuring enough relevant supported employment opportunities are available for Connect to Work participants in order to achieve Connect to Work KPI's.
2.	Collect relevant data to maintain accurate records, documentation and relevant evidence, including labour market information, as required by the contract, and support the Data Lead to prepare appropriate reports and monthly/quarterly submission of data and funding claims
3.	Source, attend and promote Connect to Work at relevant local events with employers, employer representatives, stakeholders and other local relevant organisations and groups in order to support the achievement of the contractual KPI's as directed by the Connect to Work Programme Manager.
4.	Develop an understanding of local employer challenges and motivations, establishing mutually acceptable arrangements and support, in order to support our procured delivery partners to secure good quality supported employment opportunities for Connect to Work participants.
5.	Working with the Quality and Fidelity Lead to support contracted delivery partners and partners to understand and develop inclusive recruitment practices in order to support Connect to Work participants, implementing action improvement plans if required.
6.	Contact, engage and develop effective relationships with employers in a proactive and professional account management way to ensure success of the Connect to Work programme by securing employment opportunities. This will require the post holder to advise employers on the benefits of engaging with Connect to Work and be able to influence them to create opportunities for individuals they would not normally consider employing.
7.	Support continual business improvement by sharing best practice with other employer engagement colleagues and assist the marketing team to develop new marketing collateral. Escalate identified

	issues or challenges (and suggested improvements) from employers with managers / leaders to support continuous improvement of the programme/s.
8.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
9.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
10.	Safeguarding commitment We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.
11.	The post holder will need to be able to travel to appointments and relevant events in any part of the county. Some evening and weekend work may be required

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Minium Level 3 or equivalent experience	Role related	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Subject Matter Knowledge	Good understanding of the Cambridgeshire and Peterborough labour market challenges and effective approaches to address them	Essential
	A good understanding of the employment needs and challenges faced by people with health conditions and complex barriers to employment	Essential
	Understanding of key government drivers relating to Connect to Work and supported employment strategies	Essential
	An understanding of the requirements of IPS and SEQF fidelity models	Desirable
	Good understanding of other local programmes available to support adults into work	Desirable
Skills		
Communication	Ability to communicate effectively with a diverse range of stakeholders and partners and establish productive working relationships quickly.	Essential

	<p>Ability to negotiate with and influence people/organisations to adopt new ways of thinking/working.</p> <p>Strong and effective communication skills including report writing, presentation and interpersonal skills within different environments.</p>	
Collaboration	<p>Work collaboratively with internal colleagues to influence programme success</p> <p>Ability to contribute effectively within a team environment</p>	Essential
IT Skills	Good level of IT skills including excel and powerpoint	Essential
Organisation	Excellent time management skills to handle multiple tasks and meeting targets	Essential
Problem Solving	Proactive and results orientated approach	Essential
	Adaptability and willingness to embrace change	Essential
Experience		
Subject Matter Experience	Working in an employer engagement field	Essential
	Experience/understanding of working with people with multiple complex barriers to employment	Desirable
Travel	Ability to travel across Cambridgeshire and Peterborough to support delivery partners	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults).	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	<input checked="" type="checkbox"/> Fixed	<input type="checkbox"/> Hybrid	<input type="checkbox"/> Field	<input type="checkbox"/> Remote	<input type="checkbox"/> Mobile
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