

JOB DESCRIPTION

Job Title: Employment Coordinator

Reporting to: Development Director

Purpose of job role

The Employment Coordinator is the face of Solid Foundations to our housing association clients, customers requiring job coaching, the employer and training market. As an Employment Coordinator you will manage the service, support a target number of clients into work and continuously build relationships to offer sustainable job opportunities and accredited training outcomes for our customers within London. Your role will include organising at least 2 jobs fair a year in order to enhance our standing and relationships with our existing clients.

As an Employment Coordinator you will also be responsible for growing existing employer relationships and securing new and repeat business opportunities, drawing on your commercial awareness of local markets and by using a range of methods such as direct sales, networking and marketing. You will actively promote our range of services to ensure opportunities for Solid Foundations and its customers.

Role profile

To provide one to one and group training advice to support our beneficiaries into work, work placements and training. To recruit people onto the programme, broker relationships with employers', source sustainable jobs, training opportunities and organise engagement events with support from the Olmec team. To provide job coaching and training with the objective of supporting Solid Foundation beneficiaries into work obtaining sustainable job opportunities and accredited training outcomes for Solid Foundations customers.

Duties

- Develop employment and training delivery plans leading to beneficiaries gaining sustainable employment
- Design projects that foster empowerment in individuals and groups
- Identify key skills to develop and foster in individuals to allow them to play a full and active role in their community
- Carry out screening activities on candidates and match to suitable job opportunities
- Develop individual capacity through techniques including CV building, job search, mock interviews, interview scenarios and developing skills for people to apply skills independently
- Build, manage and maintain relationships across sectors with employers, training providers, employment agencies, job brokerage services and referral agencies
- Identify employment opportunities by; proactively looking at new business openings, searching through advertised vacancies and by making links with job centres

- Negotiate opportunities for work experience, traineeships, apprenticeships, sponsorship and permanent employment with employers across a range of sectors
- Work with employers to enhance training, apprenticeship and employment opportunities already negotiated through them
- Support employers in addressing some of the attitudes and practices that may disadvantage certain communities
- Work closely with the 'Rise Into Employment' team and use a range of marketing tools to promote services to employers, training providers, employment agencies and support agencies and customers
- Link beneficiaries to databases of employment agencies
- Maintain accurate records of all activity and provide regular updates on activity, prospects and opportunities
- Produce regular reports on work, as required, for internal and external stakeholders
- Any other Ad Hoc duties commensurate with the post

PERSON SPECIFICATION

Employment Coordinator

Attributes	Essential	Desirable
Education	<ul style="list-style-type: none"> • A recognised industry standard IAG qualification • Grades C or above in English and Maths GCSE (or equivalent) 	<ul style="list-style-type: none"> • A Level/Degree qualification • Project management qualification
Knowledge	<ul style="list-style-type: none"> • Demonstrable practical administration skills within an office based environment • 2 years' experience in the social housing sector 	<ul style="list-style-type: none"> • Knowledge of applying for fundraising bids • Understanding of social enterprises, training and development
Skills and Abilities	<ul style="list-style-type: none"> • High standard of report writing • Financial literacy • Demonstrable IT skills within an office based environment including Excel, Microsoft Outlook, Microsoft Word and PowerPoint • Proven experience of using monitoring and evaluation systems • A minimum of 2 years' experience 	<ul style="list-style-type: none"> • Community development or social based qualification and training • Multi-lingual • Experience of working in the Mental Health sector • Proven experience of working with the community and voluntary

	<p>in employers' brokerage</p> <ul style="list-style-type: none"> • A minimum of 2 years IAG experience or equivalent • IAG level 2 qualification or higher or equivalent • A minimum of 2 project/events management experience • Flexibility to work outside core hours occasionally to support meetings and other activities as required 	<p>sector</p> <ul style="list-style-type: none"> • Social media • Communication experience including press releases
Equalities and Human Rights	<ul style="list-style-type: none"> • Commitment to race equality • Understanding and commitment to equal opportunities 	
Customer Care	<ul style="list-style-type: none"> • Track record of practising effective customer care 	