



Job Description

- Job Title:** Employment Officer
- Reporting to:** Assistant Director (Employability, Creative Arts and Adventure Activity Programmes)
- Location:** Bryson Energy (Play Resource Complex),
North City Business Centre,
2 Duncairn Gardens
Belfast
BT15 2GG

Job Purpose

The Employment Officer will have a focus on securing jobs for participants, whilst promoting learning and work experience to enable them to achieve their individual goals. The Employment Officer will engage effectively with potential participants, employers and other training providers to ensure optimum opportunities and outcomes can be achieved by the participants.

Principle Duties

- To mentor and support participants throughout their individual journey towards employment, providing person-centered support to help them achieve their employment goals. This will include sourcing work placements, training opportunities and paid employment opportunities.
- Develop and maintain strong working relationships with a network of employers to secure employment opportunities for participants.
- Ensure Bryson has a visible presence in your geographical area through development of links with local community networks and appropriate stakeholders
- Develop professional relationships with participant stakeholders, e.g. JBO's and other referral agencies/organisations.
- Develop strong working relationships with appropriate agencies and organisation who may be beneficial to the programme.
- Develop and actively promote Bryson employability programmes to prospective participants.
- To work effectively with other Employment Officers and Bryson staff to provide a full range of support, optimizing positive progression for participants.

- Liaise with appropriate agencies and organisations to recruit potential participants.
- Contribute to the promotion of Bryson through a range of media as required.
- Comply with organisational, programmes and legal codes of practices.
- To process accurately the administrative requirement of each programme.
- Contribute to the programmes self-evaluation and quality improvement planning processes, ensuring continues improvement in all areas.
- To comply fully with Bryson Safeguarding Policy ensuring knowledge and skills are kept up to date to ensure the safety and well being of participants and staff.
- Ensure the implementation and observance of associated Health and Safety Regulations.
- Contribute to the monthly/financial monitoring returns as outlined by funders.
- To carry out any other duties, that may be allocated as and when required.

This job description is not definitive and may be subject to review

TERMS AND CONDITIONS:

Length of Contract: Funded until 31 March 2023

Salary: £23,712 per annum

Hours: 35 hours per week

Holidays: 12 Statutory Days
20 Annual Days

Probationary Period: 6 months

Notice: 4 weeks

BRYSON CHARITABLE GROUP SICK PAY SCHEME APPLIES

BRYSON CHARITABLE GROUP PENSION SCHEME APPLIES

ALL BRYSON CHARITABLE GROUP EMPLOYEES ARE REQUIRED TO RESPECT AN INDIVIDUALS RIGHT TO PRIVACY, DIGNITY, CHOICE AND INDEPENDENCE

	<p>issues and build relationships</p> <ul style="list-style-type: none"> • Experience of working on government programmes to support people to gain and sustain employment 	√		Application/Interview
	<ul style="list-style-type: none"> • Experience of building networks 	√		Application/Interview
Skills, Knowledge & Abilities	<ul style="list-style-type: none"> • Knowledge and understanding of the NI labour market and the complex issues faced by those who are furthest removed/disadvantaged 	√		Application/Interview
	<ul style="list-style-type: none"> • Strong knowledge and ability to use IT packages including Microsoft Office 	√		Application/Interview
	<ul style="list-style-type: none"> • Excellent verbal and written communication skills 	√		Application/Interview
	<ul style="list-style-type: none"> • Strong time management and organisational skills with ability to manage workload and prioritise essential/key tasks independently 	√		Application/Interview
	<ul style="list-style-type: none"> • Ability to persuade, influence and negotiate 	√		Application/Interview
	<ul style="list-style-type: none"> • Ability to design and deliver employability workshops/events 	√		Application/Interview
	<ul style="list-style-type: none"> • Excellent attention to detail and ability to work to a high degree of accuracy 	√		Application/Interview
Other requirements	<ul style="list-style-type: none"> • Hold a full driving licence. 	√		Application
	<ul style="list-style-type: none"> • Access to transport for work purposes as and when required. 	√		Application