

**USDT Job Description**

**Job Title: Employer Liaison Mentor**

**Responsible to: Belfast Works Coordinator**

**Hours: 37.5 hours per week**

**Salary: £27,041**

**Contract Term: Maternity Cover**

**Job Background:**

This post is part of the Belfast Works Project (LEMIS+), a Belfast wide employment project implemented by a consortium of organisation led by Upper Springfield Development Trust. The Belfast Works Partnership organisations are:

* GEMS NI
* Ashton Community Trust
* Impact Training
* East Belfast Mission

The post will involve engaging with employers across the West Belfast area to source work placement and employment opportunities for participants. The post holder will establish and maintain excellent working relationships with employers for the purpose of developing job opportunities for clients across Belfast for the Belfast Works project. They will source sector-specific vacancies as well as opportunities for individuals in designated geographical locations and manage the subsequent recruitment process. They will also be required to generate work placement opportunities with organisations across a wide range of employment sectors.

**Key Tasks & Responsibilities:**

1. Proactively develop relationships with a wide range of employers to build an employer and opportunity base, particularly focusing on the identified key industry sectors in West Belfast.
2. Source and secure managed work placements, including subsidised wage opportunities, un-waged work experience and work taster opportunities, for clients across all employment programmes.
3. Seek out and conduct 'cold' site visits with a view to sourcing work opportunities at new and existing sites of employment, ensuring all visits are reviewed and followed through.
4. Work with employers to identify training and ‘route ways’ to employment, which would guarantee Belfast Works clients, interviews as a minimum.
5. Work with employers to convert work placements into permanent employment opportunities.
6. Maintain up to date knowledge of the local labour market and skills gaps, using this knowledge to help identify sector specific route ways to meet employer needs.
7. Working alongside the Belfast Works project team in your organisation to generate employment opportunities and broker jobs for individuals through effective job matching, including the organisation of initial work trials and tasters, the provision of recruitment open days and interview preparation and follow up.
8. Work closely with the Belfast Works mentoring team to inform them of clients progress in employment.
9. Maintain accurate and up-to-date employer database and participant information systems.
10. Liaise closely with the Employer Liaison Coordinator to strategically identify new employer opportunities and support a harmonised employer contact strategy to maximise job opportunities.
11. Undertake health & safety assessments of placements as necessary, ensuring all legal obligations are met and Health and Safety policy is adhered to.
12. Ensure accurate and timely completion of all paperwork and reports in line with funders and partners requirements.
13. Performing any other duties as required by the line manager and that are commensurate with the grade of the post.

**Other Responsibilities:**

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Upper Springfield Development Trust, as may reasonably be requested by the Job Assist Centre Programme Manager.
* Work flexibly on evenings, weekends and during school holidays to ensure full delivery of the programme.
* Undertake training in order to develop work related skills and knowledge.
* Work with due regard for Upper Springfield Development Trust’s core values and objectives
* Ensure the effective implementation of and adherence to, the Trust’s policies and procedures
* Participate in Upper Springfield Development Trust’s Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff.
* Identify learning and development needs with your line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and contribute to opportunities to present outcomes and case studies.

**Status of the Job Description:**

This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager.



**Person Specification**

**Essential Criteria:**

1. Qualification/Experience:
2. Recognised professional Qualification at Level 3 or above in a relevant field (relevant qualifications may include advice and guidance, careers advice, business, recruitment) and at least 1 years’ experience of working with employers.

**OR**

1. 3 years or more experience within the last 5 years of working with employers in a relationship/recruitment capacity. (Number of years’ experience may be increased should there be a need to facilitate manageable shortlists)
2. Proven ability to work with both employers and clients to ensure successful job opportunities and prevent drop out.
3. An understanding of the needs of employers and the barriers that clients might face when they gain work.
4. Ability to work within a target driven environment responding to needs of unemployed people in which people are progressed to employment and/or further education/training.
5. Ability to communicate effectively with clients and employers resolve issues and build relationships.
6. Experience in organising Job Fairs and other job promotion events for unemployed jobseekers.
7. Valid driving license and access to transport appropriate for the post. (Consideration will be given to candidates, who because of a disability, cannot hold a driving license but they must have access to a mode of transport that allows them to fulfill the duties of the post).

**Desirable Criteria:**

(Desirable criteria may be used to shortlist applicants, should there be a need to facilitate manageable shortlists)

1. Experience of working as part of a consortium with a range of partners.



**The following may be tested at interview stage:**

**Skills/Abilities**

1. Ability to establish new relationships with employers and generate new vacancies opportunities for the Belfast Works clients.
2. Ability to communicate and negotiate in a clear and persuasive manner.
3. An understanding of the needs of employers and the barriers that clients might face when they gain work.
4. Ability to work within a target-driven environment, responding to needs of unemployed people and supporting their progression to employment.
5. Ability to ensure accurate recording of information, produce monthly progress reports against targets and attend management and multi-agency meetings as required.
6. Ability to form close working relationships and communicate effectively with colleagues and others connected with the project, particularly representatives of key local agencies and employers.
7. Excellent written and oral communication skills.
8. Sound knowledge of ICT including all Microsoft Office applications (word, excel, PowerPoint, outlook, internet etc.).
9. Motivating others and excellent interpersonal skills.
10. Using own initiative and working positively within a team and building good working relationships.
11. Being non-judgmental in approach to dealing with unemployed people.
12. Experience and good knowledge of working with databases.
13. Excellent organisational skills.
14. Commitment to the development of people in the community.
15. Mentoring skills and facilitation/group-work skills.
16. Ability to work under own initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives.

**Circumstances:**

1. Ability to work flexible hours (including evening work and weekend work).
2. Willingness to undertake training required for the post.
3. Subject to Access NI enhanced clearance.