

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Employer Liaison Officer | 2 posts available across NI at the following bases:*The Cedar Foundation, I Upper Lisburn Road, Belfast BT10 0GW* *The Cedar Foundation, 1a Woodside Road Industrial Estate, Ballymena, BT42 4QJ**The Cedar Foundation, An Storas, Ballybot House, 28 Cornmarket, Newry, BT35 8BG*The postholder will be able to avail of the Cedar Foundation’s agile working practices |
| **Accountable To** |
| Training and Employment Manager. |
| **The Service** |
| The **Skills Connect** project is a cross community/cross border initiative to support urban and rural communities to address the significant skills gaps, disparity in education attainment and employment outcomes for people with disabilities and long term health conditions. It aims to develop a strategy and action plan for sustained inclusive, labour-market responsive training options for people who fall outside traditional pathways.Skills Connect will deliver academy-based training in the following sectors: Hospitality and Tourism, Health and Social Care and the Green Economy through a curriculum of qualifications to reduce skills gaps and increase employability of participants. The project will work collaboratively with employers to build capacity to engage with a more diverse workforce.**Skills Connect is supported by the European Union’s PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB).** The project is led by the NOW Group in partnership with the Cedar Foundation (Cedar), Open College Network NI, Ulster University and Dundalk Institute of Technology.  |

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| **Purpose of the Job** |
| As an Employment Liaison Officer you will provide participants with the highest quality support to enable achievement of skills development and educational aspirations.  The post holder will have a particular focus developing the employability of participants through direct employer engagement and promoting learning and skills development to ensure they achieve their individual goals.  The Employment Liaison Officer will engage effectively with all stakeholders in a professional manner to ensure the optimum opportunities and outcomes can be achieved by the participants. This is an opportunity to make a real difference to the lives of people with disabilities and neurodivergence. |
| **Salary/ Hourly Rate** | **Hours of Work** |
| Starting at £29,540 per annum (pro-rata) | 37 hours per week |
| **Closing Date** | **Length of Contract** |
| **Thursday, 5th June 2025 at 10:00 am**  | **Until March 2029***(Please note this post is funded via the Peace Plus Programme. Continuation of employment beyond this date is subject to funding)*  |

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| **Our Benefits** |
| * 20 days annual leave and 12 statutory days pro rata. Annual leave entitlements increases to 25 days (pro rata) after 5 years’ service and 27 days (pro rata) after 10 years’ service.
* Auto enrolment Pension through Standard Life. Employer contribution 4%, employee contribution 5%.
* Annual incremental pay increases on agreed salary scale.
* Agile working benefits.
* Occupational Sick Pay Scheme that increases with length of service.
* Investor in People Platinum accredited organisation with commitment to development of the staff team through training and learning opportunities.
* Staff recognition & reward incentives aligned to high standards of performance.
* Westfield Healthcare cashback scheme.
* Special offers at over 600 leading high street and online retailers.
* Cycle to Work scheme.
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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose. **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **Key Duties and Responsibilities** |
| **CUSTOMER****Assessment and goal planning*** Ensure effective induction of participants, carrying out initial and formative assessment
* To work with participants and Skills Trainers to co-design, implement and review individual personal development plans
* To use the Outcome soft outcome measure to set goals & track participant progress
* To carry out a positive risk assessment on action plan activity
* To organise appropriate supports for participants to facilitate their engagement in individual action plan activity

**Mentoring & Support** * Mentor and support participants throughout their individual journey providing person-centred support to help them achieve their educational and skills aspirations. This will include organising pre employment training, participants to access practical and theory based academies and other suitable pathways to higher level skills and educational attainment.
* Support participants to achieve their learning goals through motivation and encouragement to participate in training and soft skills sessions.
* Support the participants who are already in employment with career development or transition into other identified sectors

**Employer Engagement & Progression** * To build a wide network of contacts with employers and learning organisations to enhance outcomes
* To actively engage with a range of employers to identify and discuss their recruitment needs to support employment opportunities for participants.
* Deliver Equality, Diversity and Inclusion Training to build the capacity of local employers and communities
* Support participants in co-designing individual progression pathways to on exiting the project

**FINANCIAL*** Work towards full occupancy to meet compliance with funders
* To support the monitoring and recording performance of the project such as, capturing the journeys of participant, record-keeping of attendances and service outcomes.
* Work with current financial administration systems of the Cedar Foundation
* To work as efficiently as possible in delivery of the service, implementing green initiatives and efficiency saving measures

**INTERNAL PROCESSES*** Work within the quality assurance systems within Cedar (ISO Quality Management System)
* To meet Cedar Quality Standards and participate in preparation and facilitation of internal and external audits
* Ensure adherence to all health & safety and risk management processes
* Regular monitoring and review jointly with participants and stakeholders

**ORGANISATIONAL CAPACITY** * To undertake the Cedar Foundation mandatory induction training and to attend training as identified through the training and development plan.
* To engage positively in team meetings, supervision and appraisal processes.
* To work collaboratively with the HR team to support the efficient and effective recruitment and selection of staff.
* To participate in improvement activity within the organisation
* To promote a positive image of the organisation to the wider community

**GENERAL*** To adhere at all times to all Cedar organisational policies and codes of conduct, including smoke free policy, data protection, IT security policy, standards of attendance, appearance and behaviour.
* To participate in marketing and promotional activities to raise the profile of Cedar Services
* Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.
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*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.*

*Reserve List may be compiled should a similar role arise within the next 12 months.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | • RQF level 6 (e.g., Bachelor’s Degree) or equivalent level  professional qualificationAND• Minimum of 1 year’s paid experience in liaising with employers and supporting individuals to find employment**OR**• Minimum RQF 4 or equivalent in a relevant disciplineAND• Minimum of 3 years’ paid experience as above | Application form & interview  |
| RQF Qualification framework table: <https://www.nidirect.gov.uk/articles/qualifications-what-different-levels-mean> |
| 2. | Proficiency in IT skills, specifically Microsoft Word, Excel, Outlook. | Application form & interview |
| 3. | Ability to work independently with good organisational, communication & interpersonal skills. | Application form & interview  |

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| **Desirable Criteria** |
| **Criteria** | **Assessment** |
| 1. | Experience of developing and delivering employability academies | Application form & interview |
| 2. | Experience & understanding of the barriers in relation to disability | Application form & interview |

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| **Values Competency** |
| **Criteria** | **Assessment** |
| 1.  | **Collaborative** working and the ability to work in a team to deliver our vision and strategic aims | Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity**  | Interview / Probationary |
| 3. | Ability to support service users to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centred services. | Interview / Probationary |
| 5.  | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |
| **Role Competency** |
| **Criteria** | **Assessment** |
| 1.  | The ability to build rapport and relate well to motivate, coach and mentor staff | Application form / interview |
| 2. | Demonstrable experience in developing and facilitating work with young people across a wide age range | Application form / interview |
| 3. | Strong organisational skills, with structured approach, ability to be flexible and responsive with a focus on results across whole service delivery | Application form / interview |
| 4. | Resilient, self-motivated and able to work to multiple deadlines, remaining calm under pressure | Application form / interview |
| 5.  | Demonstratable knowledge, understanding and application of risk assessment, health & safety, safeguarding | Application form / interview |
| 6. | Demonstrate innovation and creativity to develop new ideas and initiatives to support the development of the Project and the ability to implement and evaluate these activities  | Application form / interview |

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| **Conditions of Employment** |
| **Requirement** | **Assessment** |
| 1. | The Right to Work in the UK. | Provide original Right to Work documentation |
| 2.  | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of referees in the application form and contact the referees to inform them that they will be contacted by us. |
| 3.  | Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work. | Complete and return the Health Declaration, if appropriate you may be referred for an Occupational Health Assessment |
| 4.  | Hold a full current driving licence valid for use in the UK and Ireland and have access to a car on appointment. Valid driver licence, business insurance & MOT certificate as relevant. Checked prior to appointment. ***This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.***  | Provide a valid diving licence (both parts) and ***evidence of insurance that covers business use***. |
| 5. | Enhanced Access NI check. | Apply for Enhanced Access NI check online when requested, without delay. |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**

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