**JOB DESCRIPTION**

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| JOB TITLE | Employability Executive |
| DIRECTORATECONTRACT | WorkplaceFixed Term contract to December 2027 |
| LOCATION | Bridge House/Hybrid  |
| JOB SALARY LEVEL | £30K per annum |
| REPORTS TO | Inclusion Manager |

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| **What are we looking for?** |  **What can BITC offer you?** |
| Our Employability Executive will:* Manage and deliver a suite of employability initiatives that are designed to engage businesses to support individuals facing barriers to work into employment.
* Support our efforts in assisting businesses to engage those facing barriers to employment (such as long-term unemployed, people with convictions, refugees and asylum seekers) to gain the skills and experience they need to become work ready.
* Engage in a programme of employment interventions that will assist unemployed and economically inactive individuals to move into sustainable jobs.
* Work with employers to assist them to understand the barriers to work faced by various groups and to review recruitment practices to make opportunities more accessible.
* Campaign to change the attitudes of employers and encourage engagement in employability activities that support the development of a more inclusive workforce.
 | * Personal development opportunities
* Employer Pension Contribution
* Life assurance cover
* 25 days holiday (pro-rata)
* Flexible and hybrid working practices
* Level 1 membership of Westfield Health scheme
* 2 days per year (pro rata) to volunteer for a cause of your choice
* Ability to work from abroad for up to 1 month per year (pro-rata)
* Carers’ leave
* Support for Study
* Perks shopping discount card

**Diversity and Inclusion**Business in the Community embraces, respects and values the differences in its employees and is committed to creating and maintaining an inclusive environment that consists of fairness, dignity, and caring for everyone; and one that enables every employee to flourish and realise their potential. |

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| **Main Accountabilities** | **Knowledge, Experience and Skills** |
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* To deliver a number of employability projects focussed on engaging businesses in activities such as offering placements, delivering industry talks, participating in job clubs and offering mentoring support to help move people into work. Some of these programmes require partnership working with other employability organisations.
* To support the securing of funding for employability programmes and initiatives and attain funder approvals to adjust focus/deliverables accordingly depending on income secured.
* To monitor the progress of employability programmes and interventions against agreed outcomes.
* To support the development and growth of innovative employability programmes to optimise impact.
* To establish partnerships and strategic alliances and strengthen existing relationships with key stakeholders in all sectors and to identify opportunities to work together.
* To establish and maintain appropriate networks to ensure familiarity with key issues, policies, legislation, initiatives, and relevant funding arrangements.
* To raise the profile of Business in the Community’s experience and expertise in the employability/jobs space with key external stakeholders.
* To contribute actively and positively as a member of your team, including cross-team working, identification of opportunities for joint working, and supporting the attainment of strategic goals and annual action plan targets.
 | **Knowledge:*** Sound knowledge of the employability/economic landscape in NI.
* An interest in, and an understanding of inclusive employment.

**Skills:*** Excellent communication and presentation skills – verbal, written and on-line.
* The ability to work credibly at all levels in private, government and third sectors and to adapt your approach to suit.
* Excellent relationship management skills – networking, negotiating, influencing.
* Excellent organisational and analytical skills.
* Excellent project management skills.
* Good IT skills.

**Experience:*** At least 2 years’ proven experience of successfully delivering employability-related projects; or be able to demonstrate relevant transferable skills and experience*.*
* Experience and an aptitude for engaging employers in employability projects.
* Evidence of effective project budget/financial management.
* Experience of sourcing/securing funding to enable the development/delivery of projects.
* Applicants must possess a full current driving licence and transport available for business use OR be able to demonstrate they can fulfil the travel requirements of the post.
* Our offer of employment for this role is conditional and subject to a satisfactory outcome of an enhanced disclosure from the appropriate body in Northern Ireland.

**Desirable criteria:** * A relevant third level qualification.
* Evidence of understanding and delivering campaigns/asks for help to a business audience.
* Experience facilitating networks/meetings.
* More than 3 years’ experience of delivering employability-related projects.
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