

VAL Jobs

Business Engagement Development Officer GREAT Project

Job description

Job purpose:	<p>Working alongside project team members and delivery partners, the post-holder will have responsibility for developing and enhancing relationships with employers to generate employment opportunities for GREAT Project participants.</p> <p>In addition to engaging with local community organisations and stakeholders, the post holders will be working to increase referrals to the project.</p>
Responsible to:	GREAT Project Team Manager

1.	Main aims of the role
	<ul style="list-style-type: none"> ▪ To lead, establish and expand the project's relationships with local employers, with a view to creating employment opportunities for project participants. ▪ Recruit a diverse range employers to become active partners and project 'champions' to develop business-to-business engagement. ▪ Develop and implement the application of selection criteria to ensure ethical and sustainable employment and career opportunities. ▪ Through engagement activities and events, develop new partnerships to increase referrals to the project.

2.	Main activities and responsibilities of the role to deliver the aims
	<p>Employer Engagement</p> <ul style="list-style-type: none"> ▪ To extend the range and number of job opportunities available to project participants, contributing to the project's Employment Outcomes. ▪ To develop a system of screening employers to ensure ethical and sustainable employment and career opportunities. ▪ Liaise with employers and support them to take on work placement opportunities. ▪ Work with employers to further their understanding of participant needs and what they can bring to their organisation. ▪ Lead on organising employer and wider stakeholder events and managing Networks in support of Project outcomes. ▪ To research and source vacancies with suitable employers through a variety of means including networking, cold calling, workplace visits and email marketing, providing regular project updates. ▪ To work alongside project team members to understand the needs, aspirations and skill set of project participants in order to create a targeted Employer Engagement plan and contribute to advertising and marketing activities.

- To keep informed of local and national labour market trends, skills gaps, employment levels, and sector based recruitment drives in order to inform and educate participants and target businesses.
- To work with employers to become active partners in the project, and identify employers to act as 'champions' for the project who can bring other employers on board.
- To attend network events and facilitate events for employers and participants ensuring positive engagement and attendance.
- Promote the benefits to employers of involvement with the GREAT project e.g. in terms of corporate social responsibility

Project Promotion, Profile and Partnership

- Be an effective ambassador and representative of the GREAT Project.
- Engage with local community organisations and stakeholders to increase referrals to the project.
- Participate positively in the development of engagement plans, projects, performance management, and project development.
- Build and maintain effective relationships with internal and external colleagues, including working collaboratively across the team and the organisation.
- Support team members to deliver Building Better Opportunity targets and outcomes.

3.	Supporting the development of VAL and its people
<ul style="list-style-type: none"> ▪ Be an effective ambassador and representative for the VAL. ▪ Maintain data, statistics and information on the project's work and to produce regular monitoring and promotion reports. ▪ Actively participate in learning opportunities, including mentoring and peer learning to share and gain skills across VAL and keep up to date with relevant changes in policy and practice. ▪ Be accountable to VAL and colleagues for your actions, actively supporting VAL's values ▪ Ensure the health and safety of VAL staff, volunteers and service users. ▪ Encourage and promote equality and diversity inside and outside of VAL. ▪ Carry out evening and weekend work as required. ▪ Undertake any other reasonable duties in line with the aims of the post 	

Person specification

The person specification sets out the essential qualities that we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include paid and voluntary work or other relevant life experience.

Essential	Experience	<ul style="list-style-type: none"> ▪ Proven experience of managing projects/services/groups to achieve desired outcomes. ▪ Experience of engaging, motivating and supporting excellence in partnership working. ▪ Evidence of ability to professionally and positively influence others (external organisations) to achieve results that are in the best interests of the project as a whole and its constituent participants.
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	Skills & abilities	<ul style="list-style-type: none"> ▪ Excellent customer relationship management skills. ▪ Excellent presentation and communication skills both face to face and over the telephone in response to the needs of a diverse range of people in a variety of situations. ▪ An approachable and friendly attitude with the ability to take initiative and work independently and well as part of the wider team. ▪ Established Networking skills. ▪ Excellent business networking & development skills ▪ Excellent oral and written skills. ▪ Able to develop effective information and resources for team members and partner organisations. ▪ Proficient in the use of ICT packages including word processing, email and internet, spread sheets and databases. ▪ Knowledge of the workings of a variety of online meetings software packages e.g. MS Teams, Zoom ▪ Sound prioritisation and problem solving skills, managing a complex and varied workload to deadlines.
	Training & Qualifications	<ul style="list-style-type: none"> ▪ A commitment to ongoing personal development.
	Other	<ul style="list-style-type: none"> ▪ Able to work some evenings and occasionally at weekends. ▪ Full driving license and access to a car (reasonable adjustments allowed). ▪ Ability to travel regularly within the city and county.
Desirable	Experience	<ul style="list-style-type: none"> ▪ Experience in generating successful relationships with a wide variety of employers. ▪ Experience of providing compliance information and support in line with either statutory, service or project specific requirements. ▪ Experience in planning, organising and delivering presentations and or workshops.