

**JOB DESCRIPTION**

<b>Post Title:</b> <b>Employment Partnership Co-ordinator [ESOL and Ukranian Resident Support]</b>	<b>Director/Service/Sector: Economy and Regeneration</b>		<b>Office Use</b>
<b>Grade: 7</b>	<b>Workplace: County Hall and remote agile working</b>		<b>JE ref: 4376</b>
<b>Responsible to:</b> <b>Employability and Inclusion Manager</b>	<b>Date: 16/01/2024</b>	<b>Manager Level: NA</b>	
<p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• <i>Coordinate development and alignment of ESOL provision and support Ukranian settlers with employment and skills support</i></li> <li>• <i>Work with partners to fill gaps in provision, reduce barriers to access to ESOL, and improve ESOL pathways to training and employment.</i></li> <li>• <i>To develop networks and effective partnerships to support collaborative working and avoid duplication</i></li> <li>• <i>To ensure work is linked to employment support programmes in Northumberland and responding to the employment and skills needs of young residents impacted by the labour market downturn.</i></li> <li>• <i>To maintain systems to facilitate compliant monitoring, claims and, verification in line with NCC and funder requirements</i></li> </ul>			
<b>Resources</b>	Staff	None	

Finance	Responsible for the monitoring of the project budget costs
Physical	Recording data using management information systems. Responsible for security of laptop, mobile phone, and other IT equipment.
Clients	Regular work with other employment support services and skills providers North of Tyne Combined Authority Unemployed and economically inactive Northumberland residents

**Main duties:**

1. Work with ESOL providers and employment support programmes (including Northumberland Skills / AEB, the Refugee Employment Programme, Northumberland College, STEP Ukraine, Action Foundation and VCS community delivery providers) to ensure learners access the right support that they need.
2. *Advise on referrals to appropriate local ESOL provision, accredited or non-accredited and, where appropriate directing to job opportunities, local talent pools, and further employment and training support.*
3. *Assess Travel to Learn patterns and consult providers on their delivery to ensure ESOL supply meets demand in all areas.*
4. Develop and drive delivery of a place-based plan for Northumberland to establish a physical and virtual employment support hub approach.
5. Identify and engage with partners organisations and providers, setting up and facilitating an inclusive employment partnership.
6. Work collaboratively with the youth employment partnership to ensure intelligence, research and policy developments are well communicated, understood and implemented in an integrated way.
7. Act as a champion of new and existing NCC and partner initiatives and effectively communicate developments to maximise capacity on programmes.
8. Develop/implement an insight strategy which will enable the partnership to identify and develop new activities/approaches.
9. Work with a wide range of stakeholders to maximise reach and engagement of residents into existing employment and skills services to ensure that young people are provided the right services based on their needs.
10. Utilise data and insight to understand the impact of the youth employment partnership within the local authority area – working with providers to collect, analyse and aggregate data to inform progress across North of Tyne.
11. Any other duties appropriate for the successful operation of NCC employment programmes.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:	Travel across Northumberland and occasionally to the Newcastle and North Tyneside local authority areas.
Working patterns:	Ability to meet an agile and flexible work pattern
Working conditions:	37 hours flexible

## PERSON SPECIFICATION

<b>Post Title: Employability Partnership Coordinator</b>	<b>Director/Service/Sector:</b> Economy and Regeneration	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<p>Good general level of education to A Level standard or above/equivalent qualification or experience level</p> <p>Detailed knowledge of training and employment support services and the employment and skills infrastructure for young people</p> <p>Expert understanding of the labour market and business base of Northumberland and the North of Tyne area</p> <p>Detailed knowledge of local labour markets and employment trends</p> <p>Understanding of the barriers to work faced by unemployed young jobseekers</p> <p>Knowledge of funding streams for training / economic development / business support</p>	<p>Understanding of current national and regional welfare to work policy.</p>	<p>A I</p>
<b>Experience</b>		
<p>Experience of supporting young people into employment Experience of delivering outcomes to achieve targets in employment and skills programmes.</p> <p>A good track record of developing and maintaining partnerships</p> <p>Experience of working with a wide range of public, private, community and voluntary sector and businesses.</p> <p>Current knowledge of training and employment support provision.</p> <p>Experience of identifying job vacancies and working with employers</p>		<p>A I</p>
<b>Skills and competencies</b>		
<p>Highly developed planning and organisational skills</p> <p>Highly developed, excellent developed report writing skills</p> <p>Data collection and analysis skills</p>		<p>A I</p>

<p>Ability to effectively network and cultivate partnership working.          Ability to develop and maintain constructive relationships with stakeholders          Excellent communication abilities          IT literacy commensurate with the needs of the post.          Ability to work effectively as part of a team.</p>		
<p><b>Physical, mental and emotional demands</b></p>		
<p>Committed, enthusiastic and resilient approach to delivering objectives and a flexible attitude to helping supporting clients and colleagues.          Ability to manage own time, information and resources effectively and efficiently.          Ability to work autonomously without direct supervision, whilst operating within delegated level of responsibility.          Potential stress from working with young people with behavioural support needs facing the challenges of unemployment.</p>		<p>A I</p>
<p><b>Motivation</b></p>		
<p>Self-motivated and capable of responding independently to problems and situations and exercising initiative within the remit of the programmes.          Keen to learn and develop new skills and take on new challenges.          Flexible approach to working, including evenings and weekends as required          Commitment to providing a quality service          Commitment to Continual Professional Development          Strong corporate orientation and a commitment to tackling issues in a non-departmental manner.          Dependable, reliable and keeps good time.          Models and encourages high standards of honesty, integrity, openness, and respect for others.</p>		<p>A I</p>

Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated. Able to work with little direct supervision.		
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Key to assessment methods; (A) application form, (I) interview, (R) references, (T) ability tests (Q) personality questionnaire (G) assessed group work, (P) presentation, (O) others e.g. case studies/visits