



Employer Relationship Coordinator

Location: Birmingham

Reporting to: Centre Manager

Type: Full Time

Introduction:

Skills Training UK is an innovative skills provider offering a joined-up approach to business and economic development and social inclusion; working with employers to develop skilled and productive employees whilst creating employment for people in the communities where we work.

Purpose of the Employer Relationship Coordinator Role:

The Employer Relationships Co-ordinator will be responsible for the matching of 16-24-year-old Traineeship and Study Programme Learners to suitable and relevant work experience placements, and/or positive destinations to include apprenticeships, employment, and Further Education. They will also be responsible for the co-ordination of impartial Careers Information Advice and Guidance, working with agencies such as Connexions and the National Careers Service.

They will support learners to make realistic yet ambitious plans for the future, to achieve their chosen destination.

Job Tasks and Responsibilities:

The main job tasks and responsibilities will include and cover the following areas:

- Match learners to work placement and potential positive destination opportunities as sourced by the Employer Relationships Manager, and as appropriate to learners' current programme and future goals.
- Prepare learners for the interviews and placements/positions with the employer.
- Development of relationships with employers, colleges, and apprenticeship providers to support the learners' journey into work experience or a positive destination with them.
- Support provided to Learners in work placement to ensure they are safe and well and are having a valuable experience.
- Provision of daily, weekly, and monthly reports to reflect work experience and positive destination performance against set company targets and forecasts.
- Undertake pre-vet risk assessments of all placements prior to first use and ensure the requirements of Health & Safety Work Act and the company's Health and Safety policy are adhered to.
- Ensure review of pre-vets on an annual basis.
- Manage and ensure completion of work placement agreements and paperwork required to evidence completion of work placements as outlined by Skills Training UK.



- Respond to any issues which may arise with Learners and employers during work placement periods and refer to Employer Relationships Manager and/or relevant Centre Manager where necessary.
- Attend and actively participate in morning briefings and other meetings as directed by Centre Manager.
- Liaise with and co-ordinate support from CIAG providers such as Connexions and the National Careers Service to ensure all learners are able to access impartial Careers, Information, Advice and Guidance during their programme.
- Liaise with Team when a positive destination is secured by Learners to ensure exit paperwork is submitted and accurately reflects the progression.
- Keep abreast of changes in the education sector including funding, and the local area including DWP changes.
- Completion of any other duties as reasonably requested by the Centre Manager.

In addition to the above tasks and responsibilities, all Vocational Tutors will need to:

- Participate in the staff review process to include identification of own training needs.
- Evidence own CPD and achievement using the Breathe HR system.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Advance and integrate equality and diversity throughout all activities.
- Comply with Skills Training UK policies and procedures.
- Ensure and protect the safeguarding of and welfare of children, young people and vulnerable adults and follow the appropriate processes in place where concerns arise.

Required skills and behaviours:

- Be target-driven and able to perform against weekly and monthly key performance indicators set.
- Be able to maintain spreadsheet and MI system records.
- Be able to produce accurate daily, weekly, and monthly reports.
- Have strong communication skills.
- Be able to engage and develop professional relationships with young people with potentially challenging barriers and from diverse backgrounds.
- Be able to develop positive, professional working relationships with local employers, apprenticeship/FE providers, Connexions, and the National Careers Service.
- Be able to use presentation, computer and software applications or equipment effectively, including Excel.
- Have strong organisational and administration skills.
- Be able to work competently with the minimum of supervision.
- Be able to maintain a high standard of attendance, timekeeping, conduct and professional appearance.
- Be flexible to adapt to programme changes as they occur.
- Be professional, ethical, and persuasive
- Be committed to a high standard of customer care
- Have experience of programmes aimed at 16-24-year olds
- Have knowledge and expertise of programme funding
- Have knowledge of the Ofsted inspection process



Education and Experience:

Essential:

- Level 2 (e.g. GCSE or equivalent) qualification in English and Maths
- Minimum of 2 years of experience of working with young people

Desirable:

- Relevant industry experience, which may include Sales

The benefits of the role:

- Generous holiday allowance
- Excellent pension scheme
- Expenses
- Life Assurance
- Access to an Employee Assistance Programme

Equality of Opportunity:

Skills Training UK is fully committed to the principle and promotion of equal opportunities for all and opposes all forms of unlawful or unfair discrimination, direct or indirect. All employees are expected to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Skills Training UK wishes to ensure that it complies with the requirements of the Equality Act. If you are a disabled person, please ensure that we know what you need so that we can make reasonable adjustments to help you succeed.

Health & Safety:

Skills Training UK is committed to the health, safety and welfare of its employees and customers. Health & Safety should form an integral part of normal working practices and all employees are expected to recognise their responsibilities under the Company's Health & Safety policy.

Continuous Improvement:

Skills Training UK is committed, and all employees are expected to work proactively to secure continuous quality improvement and achievement of the highest possible standards.

Probationary Period:

Appointment will be subject to a probationary period of six months in the first instance in the case of new staff to Skills Training UK.

Disclosure and Barring Service (DBS) check:

For positions involving working with children and/or vulnerable adults, the successful candidate will be subject to an enhanced Disclosure check through the confidential process administered by the Disclosure and Barring Service. A conviction may not exclude candidates but will be considered as part of the recruitment process.