

**London Borough of Lambeth
Job Description**

Job Title: Employment Co-ordinator
Department: Skills & Employment – Economic Inclusion
Division: Economy, Culture & Skills
Directorate: Sustainable Growth & Opportunity
Grade: PO2
Responsible to: Principal Employment & Skills Officer

MAIN PURPOSE OF JOB

Working as part of a newly established Opportunity Lambeth delivery team, the Employment Co-ordinator will play a crucial role in supporting Lambeth residents into employment, working collaboratively with a range of stakeholders, partners, and employers, to provide access to high quality, sustainable employment and training opportunities.

This role requires a versatile and solution-focussed individual who is able to confidently engage with people at all levels, and from a range of backgrounds to develop creative solutions to unemployment.

- Support the delivery of Opportunity Lambeth employment and training initiatives through effective engagement of local people, and delivery of a personalised programme of employment support which meets the needs of Lambeth residents
- Demonstrate an empathy and understanding of the lived experience of individuals who face particular challenges in accessing (or progressing within) the labour market, working creatively to identify solutions and overcome barriers to employment
- Develop a strong network of internal and external partners, employers, and providers, to support the cohesive progression of residents who are unemployed or on low income into positive employment and training destinations
- Work with a range of employers and partners to develop innovative and engaging routeways into work, with a focus on 'good jobs' in key growth sectors that pay a Living Wage and support future career development
- Provide comprehensive recruitment support and job brokerage services for employers, including those with S106 or Responsible Procurement commitments, to maximise the benefits of borough investment and spend for local people
- Confidently promote equality, diversity and inclusion in all aspects of the work, recognising and challenging discrimination and working to support the engagement and progression of marginalised groups of residents who are disproportionately affected by unemployment

Principal Accountabilities:

- Support Lambeth residents (including those from marginalised groups) towards fulfilment of their employment aspirations through delivery of high quality, holistic employment support services. This may include frontline service delivery or working with partners to engage and progress people on a journey into sustainable employment.
- Develop a detailed understanding of the complex employment and skills landscape in Lambeth, becoming the connector of services including referral partners, specialist support providers, training providers, and employers. Establish a robust network and positive working relationships with a wide range of stakeholders with a common goal of progressing Lambeth residents into 'good jobs', and career opportunities.
- Understand and contribute to development of detailed data and performance monitoring systems for employment and training programmes in Lambeth, maintaining high quality and detailed records of resident engagement and progression relating to individual and partnership delivery as required. Utilising on the ground experience and understanding of borough provision to identify duplication or gaps, and opportunities for programme development.
- Effectively engage with a range of employers to provide quality employment and training opportunities for local people, promoting the benefits of good work including London Living Wage and positive working conditions and benefits for local people. Providing recruitment support for businesses seeking to recruit local people, including application screening and support with developing inclusive recruitment processes,

Staff Management

- This position may on occasion be responsible for the supervision of volunteers and candidates on work placement/work experience

General

- Maintain an up to date understanding of legislation affecting your area of work, government policy, good practice from other authorities and agencies
- Contribute to the efficient and comprehensive answering of all queries and questions raised on individual cases by elected members, MP's, the CE's office, the Ombudsman and other organisations within expected time frames
- Undertake any other duties that may be required to meet the demands of the service. These may be varied from time to time in line with changing service requirements
- To actively promote the Council Equal Opportunity policy and all the Directorate's equalities initiatives
- The postholder will be required to work in Lambeth for min. 2-3 days per week, in accordance with Covid-19 restrictions and corporate guidance. The postholder should also be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.

- Carry out all duties with full regard to managerial responsibilities under Health and Safety Legislation, Data Protection Act 1998, and other relevant legislation

Person Specification

Employment Co-ordinator

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under Disability Confident Scheme, you will need to give evidence or examples of your proven experience in the areas marked with a (✓) on the person specification when you complete the application form.</p>			<p>Shortlisting Criteria</p>
Key Knowledge	K1	NVQ Level 3 in Advice & Guidance or Employability Services, or ability to demonstrate equivalence through significant experience in a relevant employment and skills facing role	A ✓
	K2	<p>Knowledge of the sometimes-complex barriers to employment faced by residents, with a potential employment support specialism in one or more of the following areas:</p> <ul style="list-style-type: none"> - Employer engagement, working with employers to secure opportunities and develop routeways into employment - Youth unemployment, criminal justice, mental health, physical disability/health conditions, learning disability and autism, long term unemployment - Sector based specialism, ideally in construction, hospitality, green skills, health and social care, or creative and digital industries 	A ✓
	K3	Up to date knowledge and awareness of local, regional, and national provision and policies that impact on employment and skills activity	
	K4	Advanced knowledge of office skills and use of common IT systems including spreadsheets, databases, and CRM systems	
Relevant Experience	E1	Experience of managing a caseload on a one-to-one basis: engagement, assessment, action planning and effective tracking AND/OR experience	A ✓

		of employer engagement, working proactively with employers to source and develop skills and employment opportunities (e.g. jobs, training, apprenticeships, work experience)	
	E2	Demonstrable experience of establishing and maintaining relationships and partnership (e.g. DWP, FE/HE, employers, other employment and skills providers), identifying new and innovate ways of working together to maximise outcomes for residents	A ✓
	E3	Experience of accurate data recording, report writing and analysis of statistical data to inform conclusions recognising the importance of this in supporting wider service planning	A ✓
Core Behaviours		Focuses on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.	
		Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	
		Works Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.	A ✓

		<p>Communicates Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p>	
		<p>Focuses on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service.</p> <p>It's about making the right impact, having the right result and changing things for the better</p>	<p>A ✓</p>