



Routes Project

Employer Engagement Coordinator

Job Description

Ref: 432

Fixed Term until 31 October 2022

Job Summary

The Routes Project supports people to access work and learning opportunities.

As a Routes Employer Engagement Co-ordinator, the post holder will work across the Routes partnership with our Advisers based in our delivery partners' organisations, (BHT Sussex, Hangleton and Knoll Project and WEA) working with them to support project participants to access employment whilst holding a small caseload.

The work will involve completing an initial vocational assessment with participants, role coaching and brokering work placements and/or jobs with employers. The role may also include providing 'in work' support for participants for up to 6 weeks.

The role will carry a small caseload as well as a target for achieving project employment outcomes for participants.

The post holder will be solely employed in delivering Routes related work. Routes is a Building Better Opportunities project which is part funded by the European Social Fund and The National Community Lottery Fund.

Responsible To

- Senior Manager Support Services (BHT Sussex)
- Routes Coordinator (Community Works)

Significant Working Relationships

- Routes Advisors at Whitehawk Inn and other Route's partner organisations.
- Employers providing work placement or employment opportunities.
- Agencies and projects providing sessional input.
- Relevant statutory and voluntary organisations concerned with the interests of participants.

Duties / Responsibilities

1. General Responsibilities

- 1.1. Be responsible for the safe, efficient, and effective delivery of the Routes partnership Employer Engagement Programme.
- 1.2. Prepare participants for employment through a vocational assessment of their individual strengths and employment goals, supporting them, alongside their Routes Advisers, to gain workplace experience and achieve their employment goals.
- 1.3. Broker relationships, work placements, and jobs with employers to enable participants to achieve their employment goals.
- 1.4. Provide advice and support to employers, as agreed with the participant, to facilitate job retention.
- 1.5. Work closely with Routes Advisers and other support workers to ensure participants receive appropriate support in their journey to work.
- 1.6. Meet all employment goal targets and contractual requirements in relation to monitoring, reporting and evaluation.
- 1.7. Ensure that BHT Sussex policies and procedures are adhered to.
- 1.8. Be responsible for health and safety including adhering to Covid-19 infection control policies and procedures.
- 1.9. Attend relevant external forums and meetings either in person or via conferencing technology as appropriate.
- 1.10. Represent the service positively within the local community and public.

2. Participant Support:

- 2.1. Develop and conduct vocational assessments with participants, supporting each participant to define their employment goals and work placement requirements.
- 2.2. Provide work placement support including career guidance, job searching, CV preparation, interview skills, individual coping techniques as well as wider confidence building skills.

- 2.3. Provide back-to-work and in-work benefit calculations and source financial advice for participants as appropriate.
- 2.4. Build effective working relationships with employers and training providers to secure employment and placement opportunities, with a focus on accessing emerging job opportunities in the pandemic related labour market.
- 2.5. Provide 'in placement' or 'in-work' support to employers and participants to ensure placements and employment are maintained.

3. **Service Development:**

- 3.1. Source and maintain a library of up to date and accurate information about employers, training opportunities and services for participants to be shared across the Routes project.
- 3.2. Support Advisers in preparing participants for the workplace.
- 3.3. Keep up to date with best practice to provide information, advice, and guidance to support to those furthest away from the workplace to access employment.

4. **Performance Monitoring, Evaluation and Administration:**

- 4.1. Complete all casework and records in a timely manner ensuring they meet contractual and organisational requirements.
- 4.2. Participate in regular individual, group and partnership supervision and performance reviews.
- 4.3. Participate in the development and practice of Psychologically Informed / Trauma Informed ways of working.
- 4.4. Contribute to the production of monitoring and evaluation reports.

5. **General**

- 5.1. Develop a close network of communication, co-operation, joint projects, and skills exchange with other agencies in the community.
- 5.2. Ensure that BHT Sussex's Equal Opportunities policy is adhered to.

- 5.3. Undertake such other duties appropriate to the grade and character of the work as may reasonably be required.

It is the duty and responsibility of each employee to familiarise and comply with, Brighton Housing Trust’s health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to cooperate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex’s GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT Sussex policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex’s Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of ‘Inspiring Change’; ‘Delivering Excellence’; ‘Empowering People’; ‘Being Accountable’ and ‘Collaboration’.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time”.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.