

Job Description and Person Specification

Post Title: Employment Skills & Training Coordinator

Reports to: Community, Business, Work and Skills Team Leader

Scale: 5

Politically Restricted: No

Overall Purpose

- Crucial role to increase employment in the district.
- Engaging with residents to reduce economic inactivity.
- Working with employers across the district to secure jobs for local people.
- Support young people with meaningful work encounters.

Key Roles, Tasks and Responsibilities

1. Provide each customer with an initial holistic assessment of needs, a skills analysis, IAG, aimed at working towards a path of progression towards the labour market.
2. Provide support and advice to each individual to help them overcome barriers to employment and look at transferable skills and sector-based training.
3. Identify support to address non job/skills related barriers i.e. Housing, money management, health related challenges and wellbeing.
4. Provide support to include mentoring for up to 6 weeks for each individual.
5. Job & Skills Fair– engage with employers and services to support the Job and Skills Fair.
6. Offer drop-in service to support residents in temporary accommodation.
7. Keep accurate case notes for clients using a CRM system.
8. Coordinate and delivery of a timetable of activities and training events which will include sector skills training and employability workshops.
9. Co-ordination of partners who want to link into employability workshops.
10. Engagement with employers to secure route ways and job offers, upskilling for our residents via the Skills Broker.
11. Maintain an up to date understanding of legislation affecting your area of work, government policy, good practice from other authorities and agencies.
12. Performance reporting for the Economic Development Framework and associated action plans.
13. Ensure that the processing of personal data is compliant with the requirements of the General Data Protection Regulations (GDPR) 2016 and Data Protection Act 2018.
14. This job description may be reviewed and amended in consultation with the postholder, in light of any organisational developments within the Authority.

Post Characteristics

Allowances: Casual Car User, Mobile Phone

On call/emergency situations: N/A

Security/safeguarding checks: Basic DBS Check

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Understanding of complex barriers to unemployment (*3,4)

Up to date knowledge and awareness of local, regional, and national provision and policies that impact on employment, skills and training activity (*3,4)

Desirable:

Experience

Essential:

Significant experience in an employment or training skills role (*3,4)

Experience of managing a caseload on a one-to-one basis: engagement, assessment, action planning and effective monitoring (*3,4)

Experience of accurate data recording within a CRM system, report writing and analysis of statistical data (*3,4)

Experience of delivering defined targets and goals to tight timescales (*3,4)

Experience of running employment projects and reporting outcomes.

Proven experience of working with unemployed people (*3,4)

Experience of effective partnership working including DWP, National Careers Service, Educational settings (Secondary, Further, Higher Education) (*3,4)

Desirable:

Experience as a mentor for those with significant barriers to work.

Skills/Abilities

Essential:

Highly organised and capable of prioritising own workload and using own initiative (*3,4)

Ability to work within a team and be a team player (*3,4)

Ability to work with a wide range of people, including internal partners/external agencies and those with complex needs. (*3,4)

Excellent verbal, written and negotiation skills (*3,4)

Caseload management (*3,4)

Able to research, analyse information and produce high standard written reports (*3,4)

Good IT skills, including use of spreadsheets and powerpoint (*3,4)

Desirable:

Qualifications/Training

Essential:

Educated to GCSE standard or equivalent with GCSE English and Maths at Grade C or above or equivalent qualifications (*3,4,5)

Desirable:

NVQ Level 3 in Advice & Guidance or Employability Services

Other

Essential:

Ability to drive and have access to a vehicle for work purposes (*3,4,5)

Desirable:

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Community, Business Work & Skills Manager

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