

JOB DESCRIPTION

JOB DETAILS

Post Title:	Employer Engagement Co-ordinator	Job Ref:	
Area:	Regional Engagement Team	Location:	Home-based: 3 x roles 1 x North, Yorkshire and Humber 1 x South-West and Midlands 1 x London, East and South East.
Salary:	£30,000 - £35,000 per annum	Status:	Full-time
Hours:	Monday to Friday, 35 hours per week (flexibility required)	Annual Leave:	30 days, exclusive of Bank Holidays
Reports to:	Regional Manager		
Role Purpose:	<p>The Regional Employer Engagement Co-ordinator is responsible for supporting the successful delivery of the T Level Professional Development (TLPD) offer through:</p> <ul style="list-style-type: none"> • Co-ordinating our “Industry Insights” programme at a regional level • Ensuring the CRM database for the region is maintained and updated • Assisting with co-ordination and delivery of events and activities associated with the TLPD programme • Supporting the regional team as required <p>The Industry Insights programme enables practitioners teaching or planning to teach T Levels to undertake work placement and shadowing opportunities with employers. The aim of this is update their industry knowledge and identify what skills, competencies and knowledge employers require of their students. This external facing role will be responsible for co-ordinating the programme at a regional level and:</p> <ul style="list-style-type: none"> • Organising high-quality shadowing and placement opportunities for teachers • Identifying and developing a strong pipeline of employers • Setting-up appointments for the regional team to meet new employers • Managing the customer journey from application to exit <p>This role will involve extensive regional travel and a flexible approach to work including regular early mornings and evenings dependent on need.</p>		

RESPONSIBILITIES

1. Particular to this post:

1.1. Employer Engagement

- Support the Regional Manager with the on-going development of an employer engagement strategy focusing on new business development and priority areas within the region
- Generate and manage a strong employer pipeline: identifying, developing and securing employer partnerships with strong long-term potential
- Work closely with the marketing team to establish compelling communications to engage new employers and promote opportunities to education providers
- Co-ordinate and set-up employer meetings on behalf of regional facilitators and manager
- Recognise when to engage Regional Managers in supporting the development of a promising high-level or future national partnerships
- Keep up to date with current national and regional employment trends and sector research
- Work with the Network Co-ordinator, Regional Facilitators and Communications and Marketing team to promote the Industry Insights programme, organising and attending regional events and network meetings
- Support the Regional Facilitators in promoting Industry Insights and the broader ETF offer with providers

1.2. Placement management

- Oversee the placement process from start to finish ensuring participants and employers always experience a high-quality service and processes are managed effectively including:
 - Applications and approvals
 - Employer matching and communications
 - Pre-placement arrangements
 - Remission approvals
 - Post-course reviews and case-studies
- Support teaching staff with identifying and applying for appropriate placements through provision of high-quality information and advice
- Ensure all compliance checks required by employer are communicated to participant prior to placement e.g. specific health and safety requirements, DBS etc
- Manage placements sensitively to ensure that all placements are in line with equality, diversity and inclusion effective practice'

1.3. Data, performance and CRM responsibilities

- Meet KPIs including identifying and successfully engaging new employers and matching staff with placement opportunities.
- Producing regular reports for Regional Management Team providing a summary of employer engagement and reporting against agreed KPIs
- Ensure the CRM is regularly updated with employer, education provider and participant information

- Use the CRM to accurately record interactions with stakeholders and manage stakeholder relationships
- Capture and share market intelligence that supports the wider work of the ETF, identifying potential opportunities for income generation through employer engagement and supporting further bids
- Act as the point of contact for incoming communications about 'Industry Insights' and the TLDP regional programme and to respond and follow-up as appropriate
- Provide briefings and other reports to support ETF activity as required
- Assist with organising events and activities related to the TLPD offer
- Such other duties commensurate with the role which may be required from your Line Manager and above. This will include supporting other areas of work within the regional team.

2. In common with all staff:

2.1 To support the aims of the Education and Training Foundation to support Colleges, Providers and Employers to:

- Ensure the best possible learner experience and outcomes
- Enhance the reputation of the sector
- Share best practice in relation to workforce and workforce development
- Make the Education and Training sector an attractive place to work so that it can recruit and retain the best staff
- Undertake all administrative tasks necessary to ensure the efficient delivery of specified tasks to agreed deadlines
- Support the delivery of the ETF's mission, values and Critical Success Factors (CSF's)

2.2 To support collective leadership, knowledge sharing and relationship building across the organisation and the sector

2.3 Actively work to ensure all activities incorporate a focus on promotion of equality and valuing diversity, including collecting and analysis of appropriate monitoring data

2.4 To co-ordinate and motivate the relevant teams and manage the Foundation's resources effectively and efficiently

2.5 To work creatively with a range of different stakeholders to promote and enhance the work of the Foundation

2.6 Comply with all financial and employment regulations and procedures

3. General

- To work co-operatively with Foundation personnel, including providing cover during absence as may be requested by the Line Manager or other delegated personnel.
- Fulfil the requirements of the Foundation's equal opportunities policy and procedures and implement good principles and practices within the context of the job, daily.
- To undertake any other duties as appropriate that are commensurate with the post as may be determined from time to time by the Line Manager, or above.
- It should be understood that this job description may change as the Foundation develops following discussion and agreement with the post holder. The post holder will have full opportunity to discuss and be active in changes or developments.

4. Code of Conduct / Professional Responsibilities

- To avoid any action or behaviour which may conflict in any way with the work and services provided by the Education and Training Foundation or which may bring the Foundation into disrepute.
- To act in accordance with the Foundation’s current and future policies, procedures, guidelines and relevant codes of practice, which aim to ensure the highest possible standards of professionalism.
- To develop and maintain the range of skills appropriate to the post and to keep up-to-date with good practice, publications and issues relating to your area of work or the Foundation as a whole.
- To maintain, sensitive and confidential information securely, in accordance with the Data Protection Act 1998; to contribute to the collation of information for statistical, monitoring and evaluation purposes.
- To develop and maintain appropriate boundaries of confidentiality in relation to employees, Associates, and any other person(s) that may be concerned with the Foundation’s business.
- To participate as an employee of the Foundation, by being available for staff and other meetings as required.
- To ensure continuous self-development, both professionally and personally, through training, supervision and other appropriate means. To attend appropriate training courses / conferences and events as agreed with the Line Manager or above.

Name:	
Signed:	Dated:
Employee	
Name:	
Signed:	Dated:
Head of HR	
(On behalf of The Education and Training Foundation)	



PERSON SPECIFICATION

Employer Engagement Co-ordinator

The Education and Training Foundation is committed to making appointments on merit by fair and open processes; taking account of equality and diversity.

	Essential	Desirable
Qualifications, Education and Training		
Good level of education at L4 or above	X	
Qualification in Information, Advice and Guidance or Customer Service at L3 or above		X
Experience		
Experience in successful relationship management with demonstrable background in increasing engagement and participation	X	
Experience in identifying and bringing in new relationships/business into an organisation i.e. business development to deliver a range of strategic objectives	X	
Experience of managing complex processes in a customer-facing environment	X	
Experience of working with employers to secure work placements for education providers		X
Experience of working in education or similar environment		X
Skills and Knowledge		
Strong communication skills with ability to persuade and influence face-to-face and through a range of media including presentations.	X	
Ability to engage confidently and sensitively with stakeholders and partners at a range of levels of seniority	X	
Knowledge and interest in education and employability – particularly for the post-16 sector, with basic understanding of T Levels	X	
Excellent organisational skills; able to demonstrate capability in multiple task management and evidence of success in delivering outcomes to agreed timescales, deadlines and budgets	X	
Good knowledge and practical application of Microsoft office tools	X	
Fluency and accuracy in written and spoken English	X	
Good understanding of data protection and GDPR	X	
Good understanding of using a CRM to manage data and build effective relationships		X

Personal Qualities		
A commitment to professionalism and on-going professional development	X	
Able to work collaboratively and flexibly to achieve outcomes and keen to add value to the organisation's culture and ethos	X	
Highly motivated and proactive, with the ability to work autonomously with limited support	X	
A logical thinker with strong problem-solving skills; a solution focused approach with ability to anticipate requirements and act to provide workable solutions	X	
Always seeking to improve; being open to feedback and willing to learn from others	X	
Accurate with strong attention to detail	X	
Calm under pressure, flexible, friendly and helpful	X	
Discreet with an understanding of the need to maintain confidentiality	X	
Respect for equality of opportunity, diversity and inclusion with practical ideas for their implementation within the scope of the post	X	
Able to work flexibly to meet the needs of the business including attending breakfast network meetings and evening events as required	X	
Able to provide and sustain a suitable working environment within the home environment	X	

The Education and Training Foundation - Summary

We are a dynamic organisation making a difference to the quality of teaching and training.

- We are the Government-backed, sector-owned expert in workforce development.
- We enable Further Education staff to achieve excellence in teaching, training, learning, assessment and leadership. We set standards with the sector and our ambition is to build a self-improving profession.
- We are the trusted, intelligent and responsive commissioner of programmes to meet sector needs. We work with others to help everyone achieve their potential. Our success will help the sector make an even greater contribution to social inclusion, business productivity, and economic prosperity.
- Our priority areas are:
 - Maths and English
 - Apprenticeships/ technical education
 - Leadership
 - Professional standards and the Society for Education and Training

Additional Information

For a general overview of the work of the Foundation please visit our website at: www.etfoundation.co.uk. The Education and Training Foundation values diversity and is committed to making appointments on merit by fair and open processes, in accordance with its equal opportunities policy.