**Job Description**

**Job Title:** Employer Engagement Officer – Restart Project

**Responsible to:** Programme Manager

**Salary:** £28,000.00 per annum

**Hours:** 35hrs per week

**Job Purpose**

Redcar is on the verge of a renaissance and we want to ensure that local people are the ones to benefit from the opportunities this will bring.The role will provide the essential link between employers, key workers and clients. The Employer Engagement Officer will work with a range of employers across the area to provide quality job opportunities for clients. They will also glean from employers there specific skill needs and work in collaboration with the Tutor and key workers to develop training packages and opportunities to fill these gaps in the job market.

**Role and Responsibilities:**

1. Establish and maintain effective working partnerships with key stakeholders to ensure the effective engagement with the project.
2. Work with employers to identify opportunities and skills gaps.
3. Work with colleagues to develop solutions to address barriers into employment.
4. Work with clients to enhance their success at interview.
5. Support colleagues to help clients understand the local jobs market and nature of opportunities available.

**General**

* 1. To be a team player
  2. To comply with company procedures
  3. To promote continuous quality improvement.
  4. To develop an understanding of the work of the wider Charity delivery and are willing to learn from and support its growth.
  5. To attend and participate in team meetings as requested.
  6. Respect confidentiality of service users and key stakeholders.
  7. To carry identification badge when on company business.
  8. To maintain CPD for yourself and reporting team by attending training, reading and other relevant activities.
  9. To take every opportunity to promote Develop services to potential customers using marketing material wherever possible.
  10. To undertake any reasonable ad hoc tasks consistent with the position that are requested by the Operational Manager.
  11. To keep an electronic diary constantly updated checking with the Operational Manager before making any appointments not connected with work.
  12. Advise the Operational Manager of any issues that are impacting on your ability to be successful within your role, at the earliest opportunity.