

# Join our team!

DRIVEN EXPERTS INNOVATIVE INTEGRITY VISIONARY

## **Employer Engagement Lead**

### **Permanent Position**

**Salary from £25,037 to £29,209, full time**

**Based on incremental progression**

We are wanting to grow our team and have an exciting and rewarding role within our business for an Employer Engagement Lead. As a provider of careers education within LCR, business support and partnerships are key to allowing young people to learn about work, employment opportunities and skills. This integral role will involve recruiting and maintaining relationships with local employers to support a wide range of activities across all our programmes.

The successful candidate will preferably need to understand the careers/education agenda, local labour market and have experience in developing successful employer networks within the Liverpool City Region.

The post will be based at our offices in Bootle, however travel throughout the Liverpool City Region will be required.

Up to 7.5% employer pension contribution

A flexi time system is in operation

Please click [here](#) for full job description and person specification.

**Applications are by CV, together with a covering letter,  
If you do not include a covering letter with your CV this will detract from your application.  
Applications to be sent to [Laura.Hale@elevate-ebp.co.uk](mailto:Laura.Hale@elevate-ebp.co.uk)**

**Deadline for applications is 12 noon on Friday 13<sup>th</sup> January 2023**

**Interviews to be held mid-January 2023.**

# Job description:

DRIVEN EXPERTS INNOVATIVE INTEGRITY VISIONARY

**Post:** Employer Engagement Lead - Permanent Post

**Responsible to:** Head of Employability

## **Job Purpose:**

The Employer Engagement Lead will be responsible to the Head of Employability for the expansion and maintenance of our employer networks and coordination of employer engagement activities across all our programmes.

## **Main Duties and responsibilities:**

- Expand and develop Elevate EBP's employer networks throughout the Liverpool City Region. This will be carried out through phone, email, personal visit, social media in particular LinkedIn and attendance at networking events.
- Maintain accurate records of employer contacts via our company CRM system.
- Liaising with schools and colleges throughout the Liverpool City Region to support their employer engagement needs.
- Coordination of Education / Business Link Programmes.
- Manage workload and ensure key deadlines are met, whilst maintaining excellent customer service.
- Provide regular progress reports to the Head of Employability and wider management team.
- Promote the company and current projects through various social media platforms.
- Undertake appropriate training and development as part of the Elevate EBP performance management system.
- Be committed to the safeguarding of children.
- Observe confidentiality in relation to GDPR and our policies and procedures.
- Undertake any other relevant duties pertaining to the grade of the post.

# Person specification:

DRIVEN EXPERTS INNOVATIVE INTEGRITY VISIONARY

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>Educated to Degree level or NVQ equivalent</li> </ul>	D	CV
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Proven track record of engaging with employers.</li> <li>Experience in customer relationships, marketing, or sales</li> <li>Experience in demonstrating innovative approaches and identifying opportunities to promote the business.</li> </ul>	E E D	CV/I CV/I CV/I
<b>KNOWLEDGE / SKILLS / ABILITIES</b> <ul style="list-style-type: none"> <li>Ability to work to strict targets and to meet deadlines within demanding timescales working with minimum supervision</li> <li>Excellent interpersonal and communication skills, both spoken and written</li> <li>Knowledge of the careers and education agenda and understanding of the local labour market.</li> <li>Basic understanding of the local economy and Growth Sectors within the Liverpool City Region.</li> <li>Ability to gain the confidence of a wide range of people and to establish and maintain effective relationships</li> <li>Ability to promote new ideas and concepts to varying audiences</li> <li>Ability to persuade and influence people</li> <li>Excellent organisational / Project management skills</li> <li>Ability to work as part of a team</li> <li>Ability to use own initiative, to tackle problems, and to develop own solutions</li> <li>Computer literate</li> <li>Be familiar with confidentiality and requirements of GDPR</li> </ul>	E E D D D E E E E E E E E E	CV/I CV/I/ CV/I CV/I CV/I CV/I CV/I CV/I CV/I CV/I CV/I CV
<b>BEHAVIOUR</b> <ul style="list-style-type: none"> <li>Competitive and driven by targets</li> <li>Enjoys a challenge</li> <li>Highly organised</li> <li>Creative</li> <li>Visionary</li> <li>Positive outlook</li> <li>Flexible and adaptable to the working situation</li> <li>Remains calm and polite always</li> <li>Acts with integrity</li> </ul>	E E E E E E E E E	CV/I CV/I CV/I CV/I CV/I ICV/I CV/I CV/I CV/I
<b>SPECIAL REQUIREMENTS</b> <ul style="list-style-type: none"> <li>Car user</li> <li>Enhanced DBS Clearance</li> </ul>	E E	CV To be arranged

CV = Curriculum Vitae I = Interview P = Presentation T = Test