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**Employer Engagement Officer x2**

**Contract term: Permanent, full-time**

**Hours: 37 hours per week**

**Location: 1x Cardiff and 1x Barry & Bridgend (occasional travel to other ACT centres across South Wales area).**

**Salary: £25,000 per annum rising to £28,000 per annum.**

Summary of position:

You will work with our tutors, employers and other stakeholders to create and promote real opportunities for our Jobs Growth Wales+ (JGW+) learners. You will support our young people by providing relevant advice and guidance at multiple stages of the learner journey.

Taking on a multi-dimensional role, you will be responsible for employer engagement activities, providing learners with a variety of high-quality work-related experience and placement opportunities. In addition, you will also support the learners to positively progress at the end of their learning programme with us.

This role fits within the JGW+ department reporting to the World of Work Manager.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.What you are responsible for:

* Working with learners in order to confirm their occupational aims and to find suitable work placements that meet their needs.
* Assisting with the marketing and selling of ACT’s products and services to employers and learners.
* Sourcing and arranging appropriate work-related experiences for learners.
* Liaising with employers to arrange interviews.
* Preparing learners for employment and work placements through the delivery of employability skills.
* Supporting curriculum development in line with the curriculum Matrix.
* To ensure destination evidence is collated in a timely manner.
* Mentoring learners whilst they are in centre and on placement.
* To liaise with Working Wales to promote ACT’s services.
* Organising employer’s visits/events/talks for learners in centres and externally.
* To ensure positive progressions for learners leaving ACT and follow up outcomes.
* To monitor and collate Health and Safety documents at placement providers when required.
* Reporting to World of Work Manager on progression opportunities gained and businesses engaged.
* Increase the numbers of Apprenticeships vacancies with employers.
* Build relationships with employers who are committed to developing the skill of their workforce.
* Focus on closely matching learners to the needs of the business ensuring the right person makes the right impression first time.
* Adhering to and promoting **ACT’s** environmental practices.
* Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

* To actively keep updated with the company’s services and programmes
* To continually develop yourself by attending courses, meetings, training events, workshops and seminars
* To demonstrate clear written and verbal communication skills
* To be highly self-motivated and organised
* To ensure effective customer care skills
* A recognition and regard for observing confidentiality
* The capacity to work as part of a team
* An ability to work on own initiative and meet set timescales
* General housekeeping duties
* To display **ACT** core values at all times.

Person Specification

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|  | **Essential**  | **Assessment Method**  |
| **Experience**  | * Experience of providing advice and guidance to young people (youth or young adults).
* Experience of business development practices and generating new business opportunities (learner starts, placements and progression opportunities).
 | Application/Interview |
| **Qualifications** **& Knowledge**  | * Good level of Math and English (spoken and written) (GCSE C or above)
 | Application/ interview  |
| **Skills & Attributes** | * Proven track record of meeting targets.
* Excellent written and verbal communication skills.
* Well organised.
* Excellent IT Skills with programs such as Microsoft Office, Word and Excel
* Team player with ability to work on own initiative.
* Willingness to undertake personal & professional development in relation to your role and business needs.
* Full U.K driving licence.
 | Interview |
| **Personal Qualities** | * To uphold ACT Values.
* Willingness and ability to be flexible and go above and beyond as and when needed.
 | Interview |