

This post is part-funded by the European Regional Development Fund (ERDF)

ERDF PROGRAMME JOB DESCRIPTION

People Into Jobs - Business Engagement Officer (ERDF)

PRIVATE & CONFIDENTIAL

Job Title:	Business Engagement Officer (ERDF)
Job Type:	3 days per week (0.6FTE). Initially to 31 October 2013 (may be extended or shortened). This post is subject to the continuation of funding, including ERDF.
Location:	Kashmir Youth Project, Unique Enterprise Centre, Belfield Road Rochdale. Pakistani Community Centre, Marlborough Street, Glodwick, Oldham, OL4 1EG
Line Manager:	Operations Manager
Key Reporting Lines:	Chief Executive ERDF Programme Manager
Job Aim:	To support and assist KYP in the delivery of the 'People Into Jobs' ERDF Project by establishing effective relationships with SME businesses across North Manchester to enable them <ul style="list-style-type: none"> to improve company knowledge in recruitment, selection and HR administration processes/policies, to improve company enterprise and competitiveness resulting in new job opportunities and linking disadvantaged communities with employment opportunities.
Salary:	As per offer letter
No of Staff Managed:	0
Financial Responsibility:	This post will not be directly responsible for managing budgets.
Terms and Conditions:	KYP standard terms and conditions apply to this post.
Duties and Role Description:	
Partnership & Stakeholder Working	Working with team members to ensure that partners are kept up to date on progress made in delivering the People into Jobs project. Contributing to the development of a positive partnership model of working.

<p>Programme Support</p>	<p>To provide effective referral and engagement methods to encourage SME businesses across North Manchester to take-up the new programme.</p> <p>Provide customer service support to businesses that engage with the programme providing ongoing practical advice and support to enable business growth.</p> <p>To support businesses engaged with People Into Jobs Project in developing appropriate (non-statutory) policies and procedures to enable business improvement, efficiency and growth.</p> <p>To pro-actively promote the People Into Jobs Project, KYP, and the activities of other partners organisations and events.</p> <p>To maintain and update the database of Businesses within the region and to prepare detailed progress reports and maintain appropriate client records for audit purposes.</p> <p>To collate intelligence as to organisational and staff training and development needs of businesses so that this can be used by KYP and partner organisations to design and develop effective programmes of sector support.</p> <p>To work towards achieving set programme objectives and targets for engagement for the target business cohort and to enhance strong team spirit by making an effective personal contribution towards team targets and by assisting colleagues to work well together.</p> <p>To share our commitment to first class service delivery through adopting a positive can do attitude and an innovative approach to problem solving.</p> <p>To develop mutually rewarding relationships with partner organisations in order to enhance delivery to and uptake by businesses in the targeted areas.</p> <p>To participate in awareness, outreach, networking and training events and make an effective contribution towards regularly securing a constant flow of new clients.</p> <p>To comply with internal and external quality standards and contractual and audit requirements.</p> <p>To collect success stories and to actively promote the value associated with the programme and KYP brand.</p> <p>Contribute to the development of a programme of awareness raising initiatives and promotional literature</p>
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	<p>Provide project support to KYP's People into Jobs project manager</p> <p>To undertake such other duties as may be required from time to time which are consistent with the salary allocated to the post</p>
Programme Monitoring & Evaluation	<p>Assisting in the collation of specific Monitoring & Evaluation data.</p> <p>Assist in the development of materials and resources to meet reporting and compliance requirements under the programme.</p> <p>Contributing to the production of dissemination, communication and media protocols for the partnership.</p>
Compliance Management	<p>To assist in the preparation of programme audits and reviews</p> <p>To maintain accurate records that complies with ERDF requirements and Audit.</p>

PLEASE NOTE

This job description provides a general outline of the post requirements and is not intended as an exhaustive description of duties and responsibilities associated with the post. These could be subject to change as detailed structures and amendments to functions are developed.

Key Competencies, Knowledge, Skill and Experience Required:

- Knowledge and understanding of recruitment &/or workforce development &/or the workings of SME businesses in the region.
- Relevant experience of working with or in a business support and/or employer engagement environment.
- Recent experience of developing/writing effective policies and procedures to support business/organisational improvement
- Ability to network and develop long term relationships and partners.
- Have knowledge of local and regional business support and/or employment support offer.
- Understanding of the challenges faced by the unemployed/marginalised groups and/or experience of delivering access to employment support/training to BME groups
- A clear thinking, confident individual with good interpersonal skills and the ability to communicate persuasively at all levels.
- Demonstrate good marketing and promotion skills and knowledge.
- Provide demonstrable evidence of the ability to consistently meet demanding targets and to produce quality work under pressure.
- Demonstrable commitment to diversity and equality of opportunity together with an understanding of the needs of difficult to reach groups including women, BME and clients with special needs
- Strong analytical skills and the ability to prioritise and to solve difficult problems.
- This post requires day to day travel on a sub-regional basis, applicants should therefore hold a current driving licence, able to drive in the UK and have access to a vehicle for business use.
- Ability to work in a busy, multi-functional environment and meet deadlines and work under pressure
- Able to communicate effectively both verbally and in writing. Candidates must also demonstrate a

commitment to undertake additional structured learning and development as required

- Ability and willingness to undertake general office duties including typing, photocopying, filing, faxing and telephone handling.
- Ability to use ICT with confidence utilising a variety of different systems.
- Ability to work as part of a team or on own initiative, planning and prioritising own work as well as working to set plans.
- Good interpersonal skills, particularly the ability to negotiate and build and maintain relationships at all levels.
- Able to write reports on project, issues and findings

Educational attainment:

To demonstrate a good solid educational background in particular candidate must provide evidence of proficiency and achievement in numeracy, literacy and ICT