

**Job Description**

**Post Title:** Employability Broker

**Hours:** 35 hours per week

**Reporting to:** Operation Manager - North

**Base Location:** Methil however covering Fife

**Salary:** £25,743 p/a

**The role**

The post is responsible for the delivery of activities related to the operation of Brag’s delivery to support adults and youths from unemployment into work.

The company specialises in the delivery of learning activities to service users who have been out of work for a period and may have barriers, either perceived or actual, to securing and sustaining paid work. All work undertaken is alongside the service users’ ambition and there is an agreed action plan to facilitate the journey required uniquely for each individual.

**Duties**

To proactively engage with local employers to source relevant employment opportunities for our service users.

To manage a pipeline of employers and vacancies whilst providing direct access to interviews.

 To provide support to employers to effectively manage their recruitment process to hire the right staff for good roles.

To directly market our service users to employers where appropriate and to open ‘hidden job opportunities’ alongside securing exclusive vacancies where possible.

To create good working relationships with employers and recruitment agencies to support the needs of the project and the service users.

To work simultaneously on new business generation alongside managing a pipeline

Provide mock interviews and interview preparation training to our service users.

Ensure record keeping is accurate and up to date.

Provide guidance and support to participants as required.

Explore possible routes of progression and appropriate career direction.

Liaise with other staff members to ensure effective planning and delivery of all stages of the programme.

To inform staff and service users of current and upcoming labour market trends to provide opportunity to match provision.

To work in the most effective way using a blend of virtual and face to face as business needs dictate.

All such services will be implemented to Quality Standards, with fair and equal opportunity for all concerned and will be carried out in a healthy and safe environment and in a positive manner suitable to all learners needs.

**General**

Attend meetings and conferences as deemed appropriate by the Operations Manager or which are directly related to the activities of programmes highlighted in the scope.

Attend training that has been agreed, primarily, through a Personal Development Planning process.

Undertake any other duties as requested by the Delivery Manager that are in the “spirit” of the post’s intent.

**Essential**

Good interpersonal skills and ability to manage own workload.

High standards of personal organisation within working practices, including a methodical approach to work and a highly developed attention to detail.

Experience and successful in providing business to business services.

Experience and successful working within a performance target driven environment.

Experience of working in a customer facing role.

High levels of computer literacy, including spreadsheets, word-processing and a CRM System.

Ability and confidence to deal with representatives of external bodies and organisations.

Excellent written and verbal communication skills.

Evidence of ability to work as a member of a team and independently.

Ability and commitment to share knowledge with peers.

Demonstrable awareness of, and commitment to, quality in the delivery of services

Evidence of ability to work effectively under pressure.

Willingness to undertake further professional development as identified.

Driver with access to a suitable vehicle.

Must be flexible with travel.

**Desirable**

Previous experience of working within a recruitment agency, DWP or employability project in an employer engagement role.

Previous experience of working with individuals who are suffering from long term unemployment and/or multiple barriers.

Experience of working in the employability sector and delivering employment support is also desirable.

As an employee of Brag Enterprises, the post holder will also be expected to contribute to the maintenance of a safe and healthy working environment.

Successfully complete induction training and probationary targets.

Positively promote professional relationships within the organisation, with colleagues, with other professionals and agencies, and the wider community.

Positively promote the organisation and its services.

Fully participate in systems, which ensure full attention to confidentiality, equal opportunity, and anti-discriminatory practice.

Promote professional standards of service delivery in accordance with policies and procedures.

Ensure that all administrative functions appropriate to the post are carried out to a high standard, in accordance with stated policy and procedure and that appropriate records are maintained.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in their job description, can be undertaken.

‘This post works 100% as part of the No-One Left Behind Project and is funded through the Opportunities Fife Partnership.’