

ER Project Officer (Job Connector – Grade 10 - 37 hours per week)

The Employment Hub programme has been developed in response to a Leeds City Region (LCR) European Structural Investment Fund (ESIF) call for Routeways: Developing Young People.

The Employment Hub will provide support to:

- young people aged 15 – 24 to support them in identifying and accessing learning, employment and career opportunities;
- local businesses, prioritising those businesses who have never offered apprenticeships before.

It will identify and address the barriers faced by all young people seeking education and employment, irrespective of background and personal circumstance and will provide a personalised, holistic service focussed on matching individuals to apprenticeship and employment vacancies and providing an intensive programme of support in helping them to identify and apply for suitable opportunities.

Led by West Yorkshire Combined Authority, the Employment Hub is a partnership project between Local authorities and a range of delivery partners. In Kirklees this is Kirklees Council and C&K Careers.

Over the lifetime of the programme it is expected that a minimum of 6000 residents will be supported. Outcomes include removing barriers to work, improving residents' skills, and ultimately sustained employment. Just over 17% of the delivery will take place across Kirklees.

The Employment Hub will receive up to £4,500,000 of funding from the European Social Fund (ESF) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. ESF funds help local areas stimulate their economic development by investing in projects which will support innovation, businesses, skills development, job creation, social inclusion and local community regenerations.

As a member of the Employment Hub project team in Kirklees, you will be part of an ambitious and highly collaborative team. Your focus will be to:

- Undertake proactive employer engagement activities using a variety of methods, evaluating the effectiveness and evolving your approach
- Provide support and independent apprenticeship brokerage service for local businesses
- Advise employers on additional business support available and support them to access relevant opportunities
- Ensure employer requirements are communicated to other project team members
- Influence and support employers to embed innovative, inclusive and creative recruitment processes
- Co-ordinate and support the full recruitment process on behalf of employers including the creation of Job Descriptions, shortlisting participants and providing post interview feedback
- Retain post recruitment employer links to monitor and support the sustainability of jobs
- Maintain appropriate electronic records as directed in line with data protection requirements



European Union

European
Social Fund

You will be an individual who has knowledge, understanding and experience of working with businesses and / or apprenticeships with excellent communication skills and the ability to work autonomously.