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Candidate Information Booklet

LEMIS+ Project: Employer Liaison Officers

(Ref: ELO/09/17)

Closing date for applications:

12 noon on Tuesday 3rd October 2017



###### Ashton Community Trust Job Description

Job Title: LEMIS+ Project – Employer Liaison Officers

**Responsible to:** **LEMIS+ Project – Employer Liaison Co-ordinator**

Responsible for: Developing Job Opportunities

Location: North Belfast

Hours: 37.5 Hours

Salary: £24,964 per annum

Pension: 7%

Contract Term: 2 positions available:

1. Contracted to end March 2018 (subject to funding, with the possibility of renewal for a further four years)
2. Maternity cover

*JOB BACKGROUND:*

This post is part of the LEMIS+ Project, a Belfast wide employment project implemented by a consortium of organisation led by Ashton Community Trust. The other LEMIS+ Project Partnership organisations are

* GEMS NI
* Upper Springfield Development Trust
* Impact Training
* East Belfast Mission

The post holder will establish and maintain excellent working relationships with employers for the purpose of developing job opportunities for clients across Belfast for the LEMIS+ Project. They will source sector-specific vacancies as well as opportunities for individuals in designated geographical locations and manage the subsequent recruitment process. They will also be required to generate work placement opportunities with organisations across a wide range of employment sectors.

## *KEY TASKS & RESPONSIBILITIES:*

1. Proactively develop relationships with a wide range of employers to build an employer and opportunity base, particularly focusing on the identified key industry sectors in Belfast.
2. Source and secure employment, including subsidised wage opportunities (subject to Government Funding) and a limited number of un-waged work experience opportunities, for clients across all employment programmes.
3. Seek out and conduct 'cold' site visits with a view to sourcing work opportunities at new and existing sites of employment, ensuring all visits are reviewed and followed through.
4. Work with employers to identify training and ‘routeways’ to employment, which would guarantee LEMIS+ Project clients interviews as a minimum.
5. Maintain up to date knowledge of the local labour market and skills gaps, using this knowledge to help identify sector specific route ways to meet employer needs;
6. Working alongside the LEMIS+ Project team, generate employment opportunities and broker jobs for individuals through effective job matching, including the organisation of initial work trials and tasters, the provision of recruitment open days and interview preparation and follow up.
7. Working alongside the LEMIS+ Project team, generate employment opportunities and broker jobs for groups/individuals through effective job matching, including the organisation of initial work trials and tasters, the provision of recruitment open days and interview preparation and follow up.
8. Maintain accurate and up-to-date employer database and participant information systems.
9. Provide in-work support to both clients and employers to ensure sustainability and resolve any issues.
10. Undertake health & safety assessments of placements as necessary, ensuring all legal obligations are met and Health and Safety policy is adhered to.
11. Ensure accurate and timely completion of all paperwork and reports in line with funders and partners requirements.
12. Performing any other duties as required by the line manager and that are commensurate with the grade of the post

#### OTHER RESPONSIBILITIES:

1. Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Ashton Community Trust, as may reasonably be requested by the Director
2. Work flexibly on evenings, weekends and during school holidays to ensure full delivery of the programme.
3. Undertake training in order to develop work related skills and knowledge.
4. Work with due regard for Ashton Community Trust’s core values and objectives
5. Ensure the effective implementation of and adherence to, the Trust’s policies and procedures
6. Participate in Ashton Community Trust’s Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff.
7. Identify learning and development needs with your line manager and evaluate T&D to demonstrate needs have been met.
8. Share best practice and achievements, and contribute to opportunities to present outcomes and case studies.

**Status of the Job Description**

This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager

###### Ashton Community Trust Job Description

#### Person Specification

**Note to Applicant: When completing your application form you should demonstrate/evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the application criteria for the post.**

**Important**

**Applications must be completed using computer and not in hand writing any handwriting applications will not be considered for short listing**

**Applicants must answer each question to max 300 words and no less than 150 words or the question will not be scored**

**Essential Criteria**

PLEASE BE AWARE THAT A LEVEL 3 QUALIFICATION IS NOT ESSENTIAL CRITERIA

1. At least two years’ recent experience in a role working with employers and the unemployed with the intention of creating employment.
2. Ability to establish new relationships with employers and successfully generate new employment opportunities for our clients.
3. Ability to assist our clients prepare for employment opportunities in a target-driven environment.
4. Ability to analyse the labour market, and propose strategic solutions to creating paid job opportunities for long-term unemployed clients.
5. Ability to communicate and negotiate in a clear and persuasive manner
6. Ability to work as part of a team and prioritise tasks and deliver targets on time.
7. Ability to adhere to complex reporting requirements for a range of funders and management.
8. Good working knowledge of I.T. systems including databases; ability to use MS office (Word, Excel) Internet and Email.
9. Ability to form close working relationships and communicate effectively with colleagues and others connected with the project, particularly representatives of key local agencies, local residents and the local authority.
10. Ability to work under own initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives.
11. A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties.
12. A valid driving license and access to transport appropriate for the post. (Consideration will be given to candidates, who because of a disability, cannot hold a driving license but they must have access to a mode of transport that allows them to fulfill the duties of the post).

**Desirable Criteria**

1. Possess a qualification at Level 3 or above relevant to the role (relevant fields include Business, Recruitment or equivalent).
2. Knowledge of the Welfare to Work sector and the barriers facing clients entry into sustainable employment.
3. Experience in developing Job Fairs and other job promotion events for unemployed jobseekers.
4. Working knowledge of databases.

**Vetting**

Appointment to this post is subject to successful applicant declaring all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for a check to be carried out.

**References**

Appointment is also subject to the return of Complete and satisfied references obtained from previous or present employers

**Guidance for Making your Application**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.

* The space available on the application form is the same for all applicants and must not be altered.
* Ashton Community Trust will not accept CV’s, letters, additional pages or any other supplementary material in place of or in addition to, completed application forms.
* Applicants must complete the application form in black typescript.
* Applicants must not reformat their application form.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in detail if you are invited to interview. It is your unique role that the panel are interested in, not that of your team or division.
* Ashton Community Trust will not make assumptions from the title of the applicants post or the nature of the organisation, as to the skills and experience gained.

**Application Form Submission**

* Completed applications can be submitted by:
  + Email to HR@ashtoncentre.com, post or delivered by hand to HR, Ashton Centre, 5 Churchill Street, Belfast, BT15 2BP.
* We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
* Please only return the application form, monitoring form and Disclosure of Criminal Convictions Form.
* Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Ashton Community Trust to meet the required deadlines.
* Ashton Community Trust will not accept application forms where there has been a shortfall in postage.
* Should you have any queries please contact HR on 02890 742255 or email HR@ashtoncentre.com

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Ashton Community Trust will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment. If you wish to discuss your disability requirements further, please contact HR on 02890 742255.

**Feedback**

Ashton Community Trust is committed to providing feedback in respect to decisions taken in determining eligibility/shortlisting as well as at interview. Feedback will be communicated on receipt of a written request.

**Equal Opportunities Monitoring Form**

**Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Ashton Community Trust complies with relevant Equal Opportunities legislation and policies.

Please complete the monitoring form and return in a separate envelope marked ‘Monitoring Officer’.

Prior to appointment with Ashton Community Trust the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

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**Confidential**

Ashton Community Trust

Ashton Centre, 5 Churchill Street, Belfast BT15 2BP

Reference: **LEMIS+ Project:** **Employer Liaison Officer**

**Employment Application Form**

Please complete this application form in **typescript** **only** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post applied for:** | **LEMIS+ Project: Employer Liaison Officers** | **Application Number:** | **ELO/09/17** |
| **Hours:** | **37.5 hours per week** | | |
| **Closing Date and Time:** | **Tuesday 3rd October 2017 at 12 noon** | | |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
|  |  |
| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:** | **Postcode:** |
| **NI Number:** |  |
|  |  |

**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

(Please continue on a separate sheet of necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination level**  **(for example, GCSE/’A’ Level/Degree/NVQ/** | **Subject(s)** | **Grade** | **Date Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
|  |  |  |  |
|  |  |  |  |

**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **From** | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |  |
| **Notice required if offered the position for which you have applied?** | | | | |

**Training**

|  |
| --- |
| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
|  |

**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, describing how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

|  |
| --- |
| **Essential Criteria** |
| **1. Please tell the panel how you have at least two years’ recent experience in a role working with employers and the unemployed with the intention of creating employment opportunities, detailing specific examples;** |
| **2. Please demonstrate that you have the ability to establish new relationships with employers and successfully generate new employment opportunities for our clients, detailing the preparation, process and results with specific examples;** |
| **3. Please demonstrate your ability to assist our clients prepare for employment opportunities in a target-driven environment;** |
| **4. Please demonstrate your ability to analyse the labour market, and propose strategic solutions to creating paid job opportunities for long-term unemployed clients, detailing specific examples;** |
| **5. Please demonstrate your ability to communicate and negotiate in a clear and persuasive manner, with examples of how you have put this into practice;** |
| **6. Please demonstrate your ability to work as part of a team and prioritise tasks and deliver targets on time, detailing specific examples;** |
| **7. Please demonstrate your ability to adhere to complex reporting requirements for a range of funders and management, with specific details on the programmes involved;** |
| **8. Please inform the panel of your good working knowledge of I.T. systems including databases; ability to use MS office (Word, Excel) Internet and Email, with examples of how you have put this into practice;** |
| **9. Please demonstrable your ability to form close working relationships and communicate effectively with colleagues and others connected with the project, particularly representatives of key local agencies, local residents and the local authority, detailing specific examples;** |
| **10. Please demonstrate your ability to work under own initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives, with examples of how you have put this into practice;** |
| **11. Please demonstrate if you have a willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties;** |
| **12. Please tell the panel if you have a valid driving license and access to transport appropriate for the post. (Consideration will be given to candidates, who because of a disability, cannot hold a driving license but they must have access to a mode of transport that allows them to fulfill the duties of the post);** |
| ***Desirable Criteria - One or all of the desirable criteria may be used to shortlist applicants*** |
| **13. Do you possess a qualification at Level 3 or above relevant to the role (relevant fields include Business, Recruitment or equivalent);** |
| **14. Do you have a knowledge of the Welfare to Work sector and the barriers facing clients entry into sustainable employment;** |
| **15. Do you have experience in developing Job Fairs and other job promotion events for unemployed jobseekers, detailing specific examples;** |
| **16. Do you have a working knowledge of databases, detailing specific examples;** |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |
|  |
| **Data Protection Act:** |
| Under the Data Protection Act 1998, Ashton Community Trust is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton Community trust for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998, this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.  by Signing this form you are giving consent to Ashton Community Trust to use this data in the way described above.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| --- |
| **Personal Statement:** |
| |  |  | | --- | --- | |  |  | | Ashton Community Trust is an Equal Opportunities Employer. The Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No**  If you have answered yes, is there anything we should know about your disability or requirements in order to:   * Process your application fairly, * Make any specific arrangements for your interview, and * Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.   Provide details: | | |

**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

|  |
| --- |
| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton Community Trust |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Ashton Community Trust the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

|  |
| --- |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |

**Strictly Private And Confidential Reference No. ELO/09/17**

**Disclosure of Criminal Convictions under the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979**

All applicants must complete this form and return in an envelope marked **confidential** to **Human Resources, Ashton Centre, 5 Churchill Street, Belfast, BT15 2BP.**

**Post:** **LEMIS+ Project: Employer Liaison Officers**

Please read the following information carefully and then answer the questions:

**Commitment for Fair Selection**

Ashton Community Trust is an Equal Opportunities Employer, unprejudiced consideration will be given to all candidates for employment who declare criminal convictions unless the offence(s) is/are manifestly incompatible with the post in question. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients and employees.

**Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979**

Because of the nature of the work you are applying for (staff employed by Ashton Community Trust will/may have substantial or unsupervised access to children and young people, older people and/or the mentally or physically disabled).

|  |  |  |
| --- | --- | --- |
| Do you have any convictions that are not ‘protected’ (as defined by the Rehabilitation of Offenders (exceptions) (Northern Ireland) Order 1979, as amended in 2014)? | Yes | No |

If yes, please give details of date(s), offence(s) and sentence(s) passed:

|  |
| --- |
|  |

**Please provide any other information you feel is relevant:**

This may include a description of your circumstances at the time, how your situation may have changed, positive outcomes arising from the conviction such as training received during a period of custody and/or why we should disregard the conviction.

|  |
| --- |
|  |

If you are applying for a post which involves contact with either children, young people or vulnerable adults, please also confirm that you are not listed on either of the following lists (as appropriate)

I confirm that I am not listed on the children’s barred list Yes No

I confirm that I am not listed on the adult’s barred list Yes No

**Notice to Applicants**

Please place the completed form in the confidential envelope supplied, seal and return with your application form. If you have downloaded your application form and will be Emailing it, please place the Criminal Convictions form in a confidential envelope, stating that it is for the purposes of the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 and post it for the attention of **HR** please mark the envelope strictly confidential.

After the interview stage the selection panel will open the envelope of the candidate who received the highest score and separate arrangements will be made to discuss any criminal convictions. All other envelopes will be shredded.

I can confirm to the best of my knowledge, the information given on this form is true and complete.

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Warning: Failure to provide correct information may affect your application. We do not wish to exclude ex-offenders but we must ensure that the offence(s) that lead to conviction(s) is/are not manifestly incompatible with the post in question.

*****QF16/4*

**MONITORING FORM JOB REFERENCE NO: ELO/09/17**

**MONITORING QUESTIONNAIRE UNDER THE ASHTON COMMUNITY TRUST’S EQUAL OPPORTUNITY POLICY**

**IN CONFIDENCE, USED FOR STATISTICAL PURPOSES ONLY**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_

**1 COMMUNITY BACKGROUND**

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am not a member of either the Protestant or the Roman Catholic

community

**2**  **ETHNIC ORIGIN**

WhiteBlack Other

Irish TravellerChinese

Pakistani Indian

Black CaribbeanMixed Group

Black AfricanOther

**3** **GENDER**

Female Male

**4** **MARITAL STATUS**

Married Single Widowed Separated Cohabiting

**5** **DISABILITY**

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

**Do you consider that you are a disabled person?**

Yes:  No: 

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment**, such as difficulty using

your arms, or mobility issues requiring you to use

a wheelchair or crutches:

**Sensory impairment**, such as being blind or

having a serious visual impairment, or being deaf

or having a serious hearing impairment:

**Mental health condition**, such as depression

or schizophrenia:

**Learning disability or difficulty**, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,

such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition**,

such as cancer, HIV infection, diabetes, epilepsy or

chronic heart disease:

**Other** (please specify):

…………

**When you have completed this questionnaire, please return it in the envelope provided to:**

**The Monitoring Officer,**

**ASHTON COMMUNITY TRUST,**

**5 CHURCHILL STREET, BELFAST BT15 2BP**

