**Job Title:** Employer Engagement Officer (FTC to March 2018, with possible 4-year extension subject to funding)

**Location:** Ulster Supported Employment Ltd (Usel)

182 – 188 Cambrai Street, Belfast BT13 3JH

**Responsible To:** ESF Project Manager

**Objective:** To assist programme clients in securing paid employment or placement through identifying potential employers and building long term professional relationships with organisations across the Province

**Job Ref:** EEO17/1

**Job Description:**

* To develop an employer engagement plan in line with agreed performance measures through in-depth knowledge of the local labour market
* To account manage existing employers to enhance outcomes
* To develop new relationships with corporate companies Province wide
* To secure and develop relationships with relevant stakeholders
* To provide employer leads for Employment Services Officers and Training Officers that are seeking to recruit, to provide work experience placements or that may have internal staff training needs
* To work closely with Employment Services delivery staff to ensure that client needs are understood and match with appropriate employers
* To promote USEL at appropriate events through presentation of relevant services
* To provide ongoing employer support by planning with them for potential future recruitment or placements
* To maintain effective and efficient administrative processes through the use of USEL Connect CRM system including achieved targets
* To report on statistical information including sales and trend analysis

**Person Specification:**

**Essential:**

* Minimum of 2 years’ recent experience of working with unemployed people in an advisory and supportive role.
* Demonstrable recent experience of sales research, lead generation and conversion to meet stringent targets
* Proven experience in B2B sales, selling funded employment programmes to employers meet set targets
* Computer Literate, in particular Microsoft Office packages (Excel, Word, and Outlook etc.)
* Driving licence and access to a car (if the effects of a disability preclude an individual from holding a driving licence then they should indicate how they could meet the mobility requirements of the post).

**Desirable:**

* Knowledge of the needs of people with a disability or people with health conditions within an employment setting

**Terms and Conditions**

* Salary: £21,254 – 24,639
* Holidays: 27 days Annual Leave and 10 days Statutory Leave
* Hours of Work: Monday to Thursday 8.15 a.m. – 4.30 p.m. and Friday 8.15 –12.15 p.m.
* Pension: Auto Enrolment Pension Scheme
* Travel Expenses: Business travel is reimbursed at a rate of 45p per mile
* USEL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Employment to this post is therefore subject to an Access NI Enhanced Check.