

**JOB DESCRIPTION**

## Job Title: Employability Support Officer

## Salary: Real Living Wage

## 

**Hours:** 37.5 hours per week

**Location:** Curran House Unit 2 Twin Spires BT13 2JF

**Contract:** September 2024- August 2025

**Responsible to:** Chief Executive Officer

**Accountable to:** West Belfast Partnership Board

**Background:**

The West Belfast Partnership Board is one of four Area Partnerships in Belfast.Itsmission is to “involve people who live and work in West Belfast in generating social, economic and physical development and to ensure West Belfast contributes to and benefits equitably from, developments in the city as a whole”.

West Belfast Partnership has established close links with government departments, Belfast City Council, elected representatives, the community and voluntary sector, the private sector and the wider local community to encourage, develop and support a range of economic, social and physical regeneration projects in the west Belfast area. Key areas of work include Education; Housing, Planning and the Environment; Health and well-being; Economic Development; Community Planning and Neighbourhood Renewal.

West Belfast Partnership is committed to collaborative partnership working to make a real difference to people's lives in west Belfast and across the city.

**Main Functions of the Post:**

**Assist with the Strategic Development of Employability Opportunities**

The Postholder will contribute to the overall strategic planning of the organisation and will be required to be familiar with the Belfast Agenda, the emerging Local Development Plan, the Belfast Regional City Deal, the Programme for Government and relevant Departmental and CVS policies and priorities. He/she will assist the Chief Executive with the following:

The main functions of this post will be:

* To help reduce economic inactivity across West Belfast, Belfast city as a whole as well disseminate models of best practice on a regional basis.
* To plan, organise, co-ordinate, and execute employment-based workshops and seminars which, are tailored to existing identified employment pipelines.
* To provide employment-based training to help reduce barriers to employment and to work cross-sectorally to develop and implement employment-based solutions tailored to address the specific needs of the labour market/pipelines.
* To co-ordinate and build awareness of various Government based initiatives' such as the Belfast Employment Academies, the Job Start Programme as well as the 10 x Economy strategy to optimise outcomes for participants and for employers in terms of demand and effective job sourcing and matching. To work with the WBPB team to develop emerging employability opportunities in west Belfast and beyond and to seek support and funding for these opportunities.
* To engage with employment academies and agencies as well as education and training organisations to establish and promote employment opportunities and upskilling pathways for our residents with a particular emphasis on those impacted by the Covid 19 crisis.
* To lead the WBPB team in the delivery of employability programmes, including the sourcing, signposting or provision of: benefit guidance; pre-employment training ranging from CV writing to interview techniques and after care services.

**Economic Development**

To assist with the alignment of the WBPB’s Strategic Operational Plan, the BCC’s Economic Development Unit and their Employment Academies and to help promote them to ensure residents are aware on employment related opportunities.

**Research, Information and Reports**

To assist the WBPB team with the obtaining of current information and research regarding employability and to provide timely reports for the CEO.

**General Duties**

To assist the CEO by contributing to the work of the WBPB team.

To ensure the effective communication of the work of the post through use of the media, social media and WBPB web-site.

Identify and promote employment opportunities and educational pathways for residents with a particular emphasis on those impacted by the Covid 19 crisis.

Plan, organise and execute employment roadshows, information sessions and employment related workshops.

Provide the sourcing, signposting or provision of benefit guidance, interviews, screening and pre-employment training ranging from CV writing to interview techniques and eligibility checks.

To undertake any other reasonable tasks.

*The duties and responsibilities outlined in this job description are not meant to be definitive and will be monitored annually to meet changing needs of the service, if required.*

**PERSONAL SPECIFICATION**

**Essential Criteria**

1. **Essential qualifications and experience**

Applicants must have at the closing date for receipt of applications:

A Minimum of 5 GCSEs including Maths and English.

**and**

be able to demonstrate on the application form, providing personal, specific examples, in all the following areas:

* Demonstrable successful outcomes through partnership working with some of the following groups: elected representatives, statutory, community and voluntary sector.
* A demonstrable ability to source, signpost or provide soft care and after care for participants.
* Demonstrate an understanding of BCC employment academies other relevant employment led programmes.

1. **Essential Skills and Attributes**

Applicants must be able to demonstrate on the application form, providing personal, specific examples, evidence of the following competencies:

* **Work Planning:** The ability to work independently, to use initiative to identify forward plans, prioritise and monitor work to meet agreed objectives.
* **Excellent communication and presentation skills**: both written and oral.
* **Team-working and leadership:** Experience of effective team working and leadership qualities, with a view to encouraging, influencing and persuading stakeholders to achieve project objectives.
* **Consultation and Engagement**: an understanding and experience of consultation processes and community engagement processes.
* **ICT Skills**: A basic working knowledge of Office 365 software packages to advance business objectives.

1. **Policy & Strategy**:

Applicants must be able to demonstrate of the following competency:

* A broad knowledge of the work of the BCC’s Economic Development Unit and their employment Academies.

**Desirable Criteria**

* Use of social media and web-site.
* Knowledge of the socio-economic background of communities in Belfast.

**TERMS AND CONDITIONS**

**Contract:** Fixed Term contract to end of August 2025.

**Hours of Work:** You may be required to work additional or unsociable hours as necessary for the proper completion of your duties. Overtime is not payable but you are entitled to time off in lieu.

**Salary:** Real Living wage

**Pension:** There is 6% pension with this post.

**Holidays:** Full-time, 37.5 hours post, 30 days and statutory days.

**Probation Period:** 3 Months