

Employer Engagement and Community Partnerships Co-ordinator

We have an opportunity for a new colleague to join our Participation and Learning team working in partnership with Abri Housing Association.

Can you help build a bridge between young people who have experienced homelessness and businesses offering employment opportunities in the local labour market?

Using your research and partnership development skills, you will create practical initiatives with employers that provide suitable opportunities to young people who experience barriers to employment.

Listening to young people and those who support them, building networks and partnerships with employers and other opportunity providers, researching labour market trends and gathering community information will all inform the programme development and community investment plans for Abri.

We are particularly keen to increase applications from ethnic minorities, Muslim and male candidates as they are currently under-represented in our organisation. We would also welcome applications from people with relevant lived experience.

Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59, Thursday 23rd June 2022.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. We have strong local partnerships and adhere to the best practice in the sector. We build trusting relationships between our young people and our colleagues, and this is at the core of our work.

What we are looking for:

- A great networker and influencer who can persuade employers to provide appropriate positive opportunities to 1625ip young people.
- Ability to research and produce useful information resources that support our work with young people and supports work with employers.
- Someone who can create and implement innovative and effective initiatives that support young people into work as well helping employers to support them in the workplace.
- A team player who can work collaboratively with and lead the employer aspect of EET work with our EET coaches.

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

What you will be doing:

- Working with young people and colleagues at 1625ip to understand the needs and ambitions of young people.
- Working with employers and local networks to understand their needs and develop partnerships that deliver positive outcomes for young people and employers.
- Research and create information resources/reports e.g., young people needs/goals and local labour market information – job opportunities, growth areas.

- Map community networks in key areas to support Abri's (the funders) community investment planning.

You will be in the Participation and Learning team and your line manager will be our Participation and Learning Manager.

What we are offering:

- A friendly supportive working environment
- The opportunity to be creative and make a real difference to young people
- Flexible/hybrid working
- 30 days paid annual leave plus bank holidays

Contract details:

- **Hours per week:** 37.5
- **Contract type:** Fixed term (18 months)
- **Pay:** £27,514 – £30,095
- **The location:** Kingsley Hall, Old Market, Bristol. There is also flexibility and support to manage some working from home.

Application information:

- To access the Job Pack for this role and submit an application, please visit the vacancy page on our website:
<https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=1dd14add-e775-4a96-9e13-29d90a48a0f1>
- Please refer to the Cover Letter guidance below to ensure your application can progress to the shortlisting stage.
- To have an informal chat about the role, please contact Melanie.lavin@1625ip.co.uk
- If you have any queries, please email jobs@1625ip.co.uk

Important dates:

- Application deadline closes: **23:59, Thursday 23 June 2022.**
- If you have not heard from us by **Friday 01 July 2022**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Thursday 07 July 2022.**

Covering Letter / Supporting Statement Guidance

Please note that the online application form cannot be saved until it is fully complete. We recommend that you prepare your Covering Letter before you start the online application.

Your Covering Letter is essentially your Supporting Statement and will form the most important basis on which your skills, experience and behavioural competencies will be tested against the job criteria. Without it, your application cannot progress to the shortlisting stage.

You should refer to the Person Specification document within the Job Pack and cover only the elements that are tested at this stage of the recruitment process. Elements that only have the word 'interview' next to them will be tested at the next stage of the process and do not need to be covered in your letter.

Please try to keep the word limit to 250 words per criterion.

ALTHOUGH THE APPLICATION FORM GIVES YOU THE OPTION TO UPLOAD A CV, PLEASE DO NOT SUBMIT A CV AS THIS IS NOT NECESSARY AND WILL NOT BE USED IN THIS PROCESS.

Equal opportunities for everyone:

We safeguard and promote the safety and welfare of children, young people and vulnerable adults. Any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) Barred List Disclosure Check.

We believe those with a criminal record should have an equal chance to become employees or volunteers. We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our Policies section on the website, for further information.