**ADULT & COMMUNITY BASED SERVICES DEPARTMENT**

**JOB DESCRIPTION**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

**THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES, INCLUDING A DBS CHECK**

**JOB TITLE:** Routes to Work Employer Engagement Officer

**DIVISION:** Learning and Skills

**GRADE:** Band 8

**RESPONSIBLE TO:** Routes to Work Project Co-ordinator

**POST REFERENCE:**  107390

**Purpose of Post**

1. To source access and broker paid employment, training, volunteering, and work experience opportunities for Routes to Work customers.
2. Assist Project Co-ordinator with development and co-ordination of employability and training programmes.
3. Responsible for promoting Routes to Work to employers, residents, agencies and partners through network events and training forums.

**Key Relationships**

* Other Hartlepool Borough Council departments
* Job Centre Plus/DWP
* Colleges
* Employers
* Service users
* Elected members
* Training Providers

**Main Duties and Responsibilities**

1. Responsible for building a network of employers and agencies in order to identify suitable employment opportunities /work placements for Routes to Work customers who wish to access training, volunteering, work experience and paid employment opportunities.
2. To work closely with the Routes to Work Key Workers to identify customers ready for employment and work placement opportunities.
3. Responsible for monitoring and updating information regarding caseload within agreed departmental policies / procedures and use of interdepartmental systems. Ensuring efficient supply of monitoring information to internal officers and external funding partners as requested.
4. Responsible for the planning and implementation of pre-employability courses including route ways, working in partnership with local training providers, DWP and employers.
5. Responsible for health and safety risk assessments on voluntary placements or work placements as appropriate, as well as undertaking site assessments and specific preparation for employment once the individual has obtained a job including identifying specific training needs and acting on them
6. Work in partnership with multi agencies to support individuals to access appropriate education and training opportunities as well as other specialist provision (such as Mental Health Support Services) in order to optimise their employability.
7. Provide in work support to individuals where appropriate.
8. Attend relevant events or meetings which raise the profile of the department and promote services. Also deputise for colleagues as appropriate.
9. To participate in professional development opportunities as required
10. To be able to travel independently.
11. Any other duties of a related nature which might reasonably be required and allocated by the Project Co-ordinator

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: August 2018