

## Job Description

<b>Job Title</b>	North West Employment Manager
<b>Responsible to</b>	Employment Director / Operations Manager
<b>Hours of work</b>	37.5 hours
<b>Salary</b>	£35k
<b>Job Purpose</b>	
<p>Leadership Through Sport &amp; Business is a social mobility charity that helps bright young people who face disadvantage access meaningful employment with major firms.</p> <p><b><u>Our Vision</u></b></p> <p>A society where every young person can thrive and fulfil their potential.</p> <p><b><u>Our Purpose</u></b></p> <p>We transform the lives of young people who face disadvantage through leadership development, education and meaningful employment.</p> <p><b><u>Our Mission</u></b></p> <p>Our programmes are designed to tackle structural inequality in education and employment.</p> <p>We unlock the potential of bright young people who lack social capital by facilitating personal and professional development and career-making employment opportunities enabling social mobility.</p> <p>We help employers develop inclusive recruitment processes and workplaces, maximising benefits for young people and the businesses they join.</p> <p><b>More Than An Apprentice programme</b></p> <p>Our More Than An Apprentice programme is a well-tested and refined model, which we constantly review and improve each year with feedback from our beneficiaries, employers and supporters.</p> <p>We recruit, prepare and support bright young people who face disadvantage through a 3 month (Tech) or 4 month (accounting) intensive personal and professional development 'bootcamp' after which young people are placed in high quality apprenticeships with leading firms, usually for 18 months. The MTAA programme is delivered in conjunction with education providers, Premier League football club foundations and corporate supporters in London, Birmingham, Manchester and Liverpool.</p> <p>For the first 7 years we focused on finance and in particular accounting. In 2019 we added Tech. We also launched our first bespoke 'bootcamp to apprenticeship' digital and tech degree programme in partnership with NatWest.</p>	

## **Successful Transitions**

We are currently piloting a schools' engagement programme involving alumni and employers to inspire, empower and inform young people about career pathways in finance and tech. This has been well received by young people as well as schools' careers and sixth form staff. Successful Transitions addresses the fifth Gatsby Benchmark - Encounters with Employers and Employees - and contributes to several other benchmarks. (Only 21 out of 3000 schools met 8 Gatsby Benchmarks in the 2017-18 academic year according to a State of the Nation report <https://www.tes.com/news/how-do-we-tackle-careers-advice-postcode-lottery>.)

LTSB has a collaborative approach and embraces opportunities to work with other charities and organisations.

For historic information, please see our 2018 Impact Report on our website:  
[www.leadershipthroughsport.org](http://www.leadershipthroughsport.org)

## **New Employment Relationship Manager role for the North West**

We're looking for someone to lead our innovative employment initiative developing and maintaining the charity's relationships with employers in the North West. You will be responsible for engaging and building relationships with potential employers, managing and negotiating a smooth recruitment process for our young people into well paid roles. You will also manage and support employers throughout the apprenticeship / placement as well as acting as their main point of contact for the charity and our education delivery partners.

The role also includes developing a placement service for alumni, maintaining relationships with young people, preparing and placing those who complete their apprenticeships but are not retained in higher level apprenticeships or other career roles.

The successful candidate will have a proven commitment to managing relationships with leading organisations. This person will also have extensive knowledge of the government levy and apprenticeship pathways. The role requires excellent communication skills and adaptability with the ability to help prepare young people for interviews, develop CVs and interview skills etc., introduce them to corporate environments and behaviours for success, work and build relationships with HR, line managers, directors and partners of major firms, and to speak on behalf of and promote the charity in a variety of forums. The ERM will work closely with the Careers Development Managers to prepare young person for online applications, video and telephone interviews and face-to-face interviews both at the Speed-Interview events and in-house.

A strong knowledge of the latest recruitment processes and requirements for school leaver programmes is essential. Experience of strength-based interviews and contextual recruitment is important.

An existing knowledge of employers and network in the North West is vital.

A strong interest in and knowledge of the issues that affect social mobility is also a key requirement.

## **Main Responsibilities**

- Work closely with the LTSB Employment Director to build relationships with more employers and secure apprenticeships for every young leader on the programme
- Maintain good records and employer database / CRM
- Design innovative promotions and programmes to attract new employers
- Work closely with associations, local government, membership bodies and other organisations to raise the profile of the charity and the work we do
- Develop excellent presentation materials in conjunction with the Employment Director and Partnerships Manager
- Liaise with the Partnerships Manager and Head of Fundraising and Development with regard to pro-bono, fund raising and corporate funding opportunities
- Liaise with the Employment Director and Operations Manager when opening up relationships with employers who have offices and opportunities in London or Birmingham
- Place young people in a range of apprenticeship or other aspirational roles in finance, accounting, banking, digital and technology
- Organise and invite potential employers to Speed-Interview events
- Assist with the delivery of employability workshops to prepare the young people to be “work-ready”
- Work closely with the assigned Sports Foundation delivery partner staff to engage with their network of employers
- Work closely with Education delivery partner staff to support and monitor completion of apprenticeships and other qualifications for the young leaders we have placed
- Work closely with the Employers who have engaged young people in apprenticeships / placements
- Work with the Education delivery partner staff to open up joint opportunities with employers
- Assist the CDM to achieve a retention rate of 90% for pre-apprenticeship training
- Assist the CDM to achieve a completion rate of 90% of those placed in apprenticeships
- Assist the CDM to achieve a retention rate of 75% of those placed in apprenticeships
- Build an Alumni placement service for young people and employers
- Assist with recruitment of young people in the North West

**Programme Development and Delivery:**

- Deliver employability and personal development workshops
- Oversee individual development learning plans for young people with the CDM
- Deliver line manager training
- Have regular contact with HR / Line managers as appropriate and assist with support visits

for each young person during placement

- Developing existing marketing strategy to enhance programme promotion and learner recruitment

**Additional Partnership working:**

- Develop and manage professional relationships with employers
- Work in partnership with other agencies to identify individuals, groups, and organisations to support and develop the programme
- Work in partnership with other workers and agencies as necessary

**Monitoring and Evaluation – together with the CDMs:**

- Record recruitment and placement pathways
- Monitor and assess learners' academic progress
- Monitor and assess learner's work placement progress
- Monitor the Employer Database and CRM system

**Other**

- Provide an accessible and flexible approach, including the working some unsocial hours, evening and weekends as necessary, and other duties as reasonably requested
- Adhere to policies and procedures outlined by the Chief Executive and Employment Director

**Person Specification – Essential requirements**

<b>Experience</b>
<p><b>Education/qualifications/experience preferred</b></p> <ul style="list-style-type: none"> <li>• Have access to an established network of employers in the North West</li> <li>• Experience of working with recruitment of young people (16-21) into businesses and large organisations</li> <li>• Experience of giving career advice and developing young people through education into work.</li> </ul>
<b>Knowledge</b>

- Demonstrate an understanding of mentoring / career development
- Demonstrate a good understanding of how to engage with young people
- Demonstrate an understanding of how to effectively work in partnership with other organisations and individuals

#### **Skills and abilities**

- Must be able to demonstrate excellent oral and written communication / presentation skills
- ICT Literate
- Demonstrable skills in negotiation, influencing and conflict resolution
- Able to communicate with participants, partner agencies and the public
- Good organisational skills, able to prioritise and work within deadlines
- Flexible working
- Commitment to develop and improve own performance and CPD
- Ability to work independently
- Strong commitment to quality service delivery
- Ability to get on with a wide range of people
- Ability to monitor and evaluate programme delivery, case study and report writing

Position will require DBS Disclosure at enhanced level.