

### Job Description and Person Specification

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| **Job Title:** | **Building Better Opportunities Engagement Lead**  |
| **Salary Range:** | **£26,000** |
| **Working Hours:** | **5 days per week** |
| **Contract Type:** | **12 months fixed term** (possible extension subject to funding) |

**Organisational Relationships of the post:**

**Reports to:** BBO Partnership Manager

**Manages:** There are no staff management responsibilities within the post

**Based at:** Brentwood House, 15 Victoria Road, Fulwood, Preston, PR2 8PS

**Job Description**

**Summary**

Selnet (Social Enterprise Lancashire Network) is the lead body representing social enterprise in the Lancashire sub-region. Our role is to support and enable the vital work of frontline social enterprises by enabling their development, growth and access to opportunities.

Selnet is the lead partner for three Building Better Opportunities (BBO) Projects. The BBO projects for Lancashire aim to support those most at risk of exclusion from the labour market and identify, reduce and/or remove barriers to engagement and employment for participants.

We have an excellent opportunity to join our BBO team, based in Preston, as an Engagement Lead. This new role will work across the three BBO projects, building relationships with local employers and training providers in order to offer opportunities to our project participants, and ensuring that local organisations, groups and services are aware of the services our projects offer to people who are out of work. We are looking for an experienced and motivated individual who has excellent interpersonal skills and is used to engaging with new people. Support the ongoing development of communications and engagement strategies in order to deliver against emerging priorities.

This role will involve a combination of working at home and occasionally at Selnet office, which is based in Preston.

**Main duties, tasks and responsibilities**

Develop relationships with local employers to create employment opportunities, work experience, interview opportunities, volunteering placement, or traineeships for people who have been engaging with one of our projects to improve their employability skills.

Develop relationships with local colleges and training providers to build knowledge on education routes for our project participants.

Develop relationships with any organisation, group, or service in Lancashire which is not yet aware of our work but might be an appropriate referral source for our projects. We are looking to increase number of individuals referred onto our projects, with particular focus on people aged over 50.

Co-ordinate and organise a range of engagement and consultation events, including targeted engagement and consultation activities with segments of the local population and hard to reach groups.

Develop and maintain databases to record and analyse results of engagement and communications activities and stakeholder involvement.

Work closely with our frontline support staff to identify the skills and experience of our project participants, so that they can be matched into the most appropriate vacancies or training courses.

Advise frontline support staff of any specific recruitment processes within local businesses.

Develop and maintain detailed knowledge of local employers who operate within Lancashire, and work with them to identify their recruitment needs.

Ensure effective implementation of Selnet’s engagement strategies, within timescales and budget.

Attend recruitment events and employer’s forums in order to build and maintain relationships.

Develop and maintain detailed knowledge of potential referral organisations across Lancashire.

Ensure that any associated employers are working within an appropriate equal opportunities framework.

Work positively as a member of the Selnet team providing services to BBO partners and wider organisations.

Deal professionally and proficiently with enquiries from colleagues, business contacts, stakeholders and members of the public.

Assist with all general office duties as and when required.

**General Conduct**

The post holder will be expected to maintain professional conduct and appearance and adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.

The post holder will be required to sign an agreement of confidentiality in relation to some aspects of the enterprise, work within organisational policies and act in best interests of the organisation at all time.

All staff are expected to conform to the policies and procedures in respect of employment, health and safety, data protection and risk management and acknowledge they have read and understood them.

This job description outlines the main responsibilities of the person appointed as an Engagement Lead**.** It is subject to periodic review and amendment in the light of development and experience.

### Person Specification

You will need the following key skills, knowledge and experience to work as an Engagement Lead:

* A proven track record of employer engagement and relationship management with results.
* Proven and effective experience of a wide range of communications and engagement skills.
* Proven experience of the ability to develop and manage effective delivery of employer engagement projects or programmes.
* An ability to demonstrate your experience of successfully brokering work experience, apprenticeships, traineeships, and supported employment opportunities.
* Knowledge of local labour markets and well as local employers.
* Knowledge and understanding of local priorities in the employment sector.
* Experience of internal and external public relations campaigns, supporting community and stakeholder engagement activities

Due to the nature of the role, a full driving licence is required, along with access to your own vehicle insured for business purposes, with travel across Lancashire. The role will be primarily home and field based, with some working from our office base in Fulwood, Preston.

**This post is funded by the National Lottery Community Fund and the European Social Fund.**