

# Employer Engagement Coordinator

| Service            | Reporting to            | Location                                  | Grade        |
|--------------------|-------------------------|-------------------------------------------|--------------|
| Corporate Services | Employment Pathway Lead | Civic Centre / Hybrid / My Work locations | 3C SCP 28-31 |

## About the role

As an Employer Engagement Coordinator, you will build and maintain strong partnerships with both internal managers and our city's employers to support high-quality work experience, social value activities and progression routes for young people. Through Step into Salford and our established processes and frameworks, you will guide external employers to create meaningful opportunities, provide ongoing support and deliver light-touch quality assurance to ensure safe and positive experiences, including for vulnerable young people.

This role contributes to Salford's Child Friendly City ambitions and the city's wider skills and employment agenda by helping young people develop the skills, experiences and connections needed to access future education, training and employment opportunities, while supporting employers to develop local talent pipelines.

Acting as the central link between the council, employers, schools, colleges and community services, you will broker a wide range of opportunities for young people aged 14–19, including those who are NEET aged 16–18, and those in council placements to support sustainable careers. These may include work experience, workplace visits, supported internships, work-based projects, apprenticeships and other pathways.

You will also lead the development of a simple and accessible opt-in system that enables employers, schools and NEET services to register their interest and engage easily with the process

- Match employer opportunities to the needs of schools, colleges and NEET young people, ensuring placements are appropriate and realistic.
- Develop and maintain strong relationships with employers, re-engaging partners annually and building a pipeline of high-quality opportunities.
- Collaborate with employer-facing colleagues and attend business networks to promote opportunities.
- Provide clear guidance to employers and internal hiring managers on expectations and safe practice.
- Work with employers to design inclusive opportunities suitable for vulnerable groups, including SEND young people and care leavers.
- Work with NEET support services to understand young people's aspirations and readiness and support appropriate brokerage.

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- Monitor quality, gather feedback from employers, schools and young people and use insights to improve practice.
- Maintain accurate records of employer engagement, attendance and outcomes.
- Develop, maintain and promote a simple opt-in system for employers, schools and NEET services, ensuring forms and guidance remain clear and accessible.
- Increase access to safe, legal paid work for under-16s by promoting child employment and performance licence requirements and supporting employers through compliant processes.

## Key outcomes

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- Strong and sustained employer relationships delivering high-quality opportunities.
- Increased employer engagement aligned to social value commitments.
- Clear and efficient matching and brokering processes between employers, schools and participants.
- Career pipelines into council apprenticeships, entry roles, talent pools
- Increased internal work experience / placements across council services
- Established frameworks for external employers across the city to adopt through Step into Salford
- Improved recruitment outcomes for hard to fill roles within the council
- Positive feedback from employers, schools and young people.
- Inclusive opportunities that better support NEET, SEND and care-experienced young people.
- Effective quality assurance and feedback processes embedded.
- A well-promoted and widely used opt-in system increasing employer and school engagement.
- More employers offering work experience and compliant paid work for under-16s.
- Excellent organisational practice and ability to manage competing priorities.
- Demonstrated empathy, resilience and commitment to improving outcomes for young people.

## What we need from you

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- Ability to demonstrate and uphold our organisational values.
- Experience in employer engagement, education, careers, youth engagement or recruitment.
- Confidence working with employers, schools and young people, including those facing barriers.
- Strong communication, negotiation and relationship-building skills.
- Understanding of apprenticeships, post-16 pathways and progression routes.
- Knowledge of the 14–19 landscape and NEET re-engagement approaches.
- Experience coordinating placements, projects or work-readiness programmes.

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- Ability to manage follow-up activity, outcomes recording and quality assurance processes.
- Understanding of safeguarding, risk management and safe practice in employer settings.
- Ability to work collaboratively across multi-agency environments.
- Proven partnership skills, including the ability to positively challenge.

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning

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opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride** **Passion** **People** **Personal responsibility**

## Application guidance

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**We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.**

**The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.**

### Role details

Completed by: Angela Arthur / Alison Burnett

Date: 15<sup>th</sup> August 2023

Job code:

Job score:

Date of evaluation: 5<sup>th</sup> September 2023

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