



**WORK AT
SHIPLEY
COLLEGE**

Community Engagement Officer

Fixed Term Contract until March 2025

Shingley College - Great people, great place!

Hours: 37 hours per week, full year post - **FTC to 31/03/25** (possibility of extension subject to external funding)

Salary: £25,751 to £28,703 per annum

Closing Date: 12 August 2024 - 9.00am (We may close the advert early if sufficient applications are received. So early applications are advised)

Interview Date: To be confirmed

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

We are looking for a Community Engagement Officer to broker work opportunities between employers and those looking for work. You will support unemployed jobseekers on and through their individual pathway to secure sustained employment. The successful candidate will also work with businesses to establish, grow, and facilitate effective partnerships. The role also includes working with local employers to meet workforce demand in communities; building trusting relationships with unemployed Jobseekers; and delivering a holistic and personalised support service including training/workshops within the Skillshouse partnership.

If you feel excited by the opportunity to deliver life-changing learning within a culture of excellence and care then **please review the essential and highly desirable criteria and consider applying for this role.**



Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> • Enhanced Annual Leave • Enhanced pension contributions • Access to a free gym on site • Reduced cost train travel* • Access to free onsite car parks • Professional Development Opportunities <p>*qualifying period applies</p>	<ul style="list-style-type: none"> • A good level of education to level 2 or equivalent (eg. 5 GCSE's grade C / 4 or above) • Level 2 in literacy and numeracy or equivalent (or be willing to work towards) • Clean driving licence, access to vehicle with business insurance • Experience of how to help adapt and deliver guidance, mentoring and support to unemployed adults • Experience in dealing with employment, training or recruitment • Excellent customer service skills.

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk.

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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Job Description

JOB TITLE	Community Engagement Officer
RESPONSIBLE TO	Head of Business Development

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

- To engage, build trust and maintain effective rapport with a large caseload of unemployed participants in and through their pathway to work and sustained work.
- To conduct community outreach and engagement work and activity to engage participants.
- To promote and work as part of the multi-agency localities team to ensure the effective delivery of employability, training and specialist support to participants
- To establish and develop strong partnerships with employers to identify and develop innovative solutions to meet their hiring and workforce development requirements, and generate pathways to employment and career development.

- To facilitate and broker a range of employment opportunities, including work
 - experience, supported and graduate internships, training courses, taster activities, as well as paid employment and apprenticeships opportunities.

DUTIES AND RESPONSIBILITIES

- Deliver high-quality personalised teaching, learning, and assessment, using innovative methods that makes learning accessible and engaging
- Develop each student to their full potential by contributing to a culture of ambition through target setting and purposeful feedback
- Empower students to take charge of their learning, to think more critically, and to stretch themselves beyond the minimum
- Champion and celebrate success, creating opportunities for students to showcase their skills, behaviours and achievements
- Model our expected behaviours, maintaining positive classroom management, encouraging positive student behaviours and well-being, and acting in a timely manner to make impactful interventions when necessary
- Work within a reflective culture, evaluating course and personal performance, being open to and acting on feedback, and contributing to the success of the college as a whole
- Work collaboratively with employers to enhance our students learning experience; through masterclasses, employer-set briefs/projects and visits to the workplace
- Work collegiately, contributing to the success of cross-college projects and activities such as open evenings, parent/carer evenings, the delivery of large-scale examinations and showcase events
- Support your Head of Department to maintain the effectiveness and efficiency of your department through the maintenance of course and student documentation and engagement in college and departmental quality processes
- Commitment to developing yourself as a practitioner and curriculum expert through engagement with staff development (internal and external) and modelling the value of being a 'lifelong learner'

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.



- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 (equivalent) Qualification in Maths or willingness to work towards
Level 2 Qualification in English or willingness to work towards
Minimum of 5 GCSEs (grade C /4 or above) or equivalent
Clean driving licence, access to vehicle with business insurance
Knowledge of how to help adapt and deliver guidance, mentoring and support to meet individual needs of unemployed adults
Experience in an employment/education & training/recruitment function.
Competence in the use of a range of IT skills
Excellent customer service skills, including effective and professional telephone and face to face communication within an appropriate context
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Effective presentation, organisational and administrative skills
Reliable and excellent time keeping
Reliable and excellent time keeping
Commitment to the promotion of equality and diversity and safeguarding the health and wellbeing of young people and vulnerable adults

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Level 4 Diploma in Advice and Guidance or the Level 4 Diploma in Career Information and Advice. A teaching / training qualification e.g. PTLLS, CTLLS, AET would be desirable.
Ability to work within a teamwork and to use initiative

Previous demonstrable experience of building good working relationships with businesses/employers, training organisations and other employment services to broker and fill jobs, and upskill the workforce.

Knowledge and understanding of employers' recruitment, workforce development, and business improvement processes.

Experience of developing strong partnerships across employment sectors developing pathways to employment for unemployed people.

Highly motivated and able to inspire those around you to success

Ability to use initiative

DEISRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Background in recruitment

Ability to work flexible hours as required by the role

Knowledge and experience of Equality, Diversity and Safeguarding

Knowledge or experience of Safeguarding

Knowledge of the PREVENT agenda

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

97% of students agree that the College is a safe place to learn.

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

96% of students agree that College staff are friendly and helpful.

