

Job Description

Job title:	Employer Engagement Advisor
Accountable to:	Digital Lead & Employer Engagement Manager
Base:	This post is hosted by North Tyneside Carers' Centre on behalf of the regional partnership.

Job Purpose:

To work with a range of employers to support a change in workplace culture to become Carer Friendly Employers, through education and offering practical and sustainable ways to help carers stay in work and maintain health, wellbeing and productivity.

Main Duties and Responsibilities

- Work with a range of employers to review their recruitment and workplace practice and develop inclusivity plans with them which will aid the retention and sustainability of carers they employ.
- Identify employment opportunities for carers with employers and assess the entry-level requirements for each role.

Key tasks

1. Deliver bespoke training to help employers and HR teams identify and support carers, understand their employment responsibilities, and help them prepare for the Carers' Leave Act.
2. Work with employers, offering a package of practical support and solutions (e.g., carer-friendly policies and procedures).
3. Educate employers to understand assistive technology solutions which may help carers sustain their employment.
4. Work with employers to identify opportunities for carers who are not in work to return to work e.g. work placements, internships.
5. Explore with employers the feasibility of delivering in-work support and implement agreed support options including:
 - 5.1. Regular Carer Support Surgeries, to ensure carers in employment have ongoing access to support.
 - 5.2. Deliver training to carers to help build their resilience and coping strategies to manage their caring responsibilities.
6. Organise launch events in the workplace to raise awareness of the support available and demonstrate the use of assistive technology.
7. Develop and maintain effective relationships with local Employability Partnerships and other providers to ensure they understand our offer and establish clear referral pathways.
8. Be accountable for maintaining accurate case notes and other records of work, including the planning of group interventions and sessions.

9. Design and deliver packages of support and clear pathways in/into employment for carers, integrating with colleges, employers, the voluntary sector and providers of specialist support and training.
10. To maintain effective communication mechanisms with the lead managers for the project in each organisation.
11. To make decisions regarding levels of risk in line with local authority safeguarding thresholds and refer as appropriate.
12. Safeguard children and vulnerable adults and ensure that decisions or judgments which entail a level of risk are referred to the relevant safeguarding lead
13. To participate in training and personal development activities which are appropriate to the role in order to meet statutory and departmental requirements.
14. To provide support and assistance whilst carrying out any other duties as and when required by the Operations Manager and Chief Executive.

Person Specification

Qualifications and Training	Essential	Desirable
Possess a recognised business management qualification or equivalent experience	X	
Knowledge and Experience		
A minimum of 2 years' experience in an employability engagement role.	X	
Experience of delivering training and giving presentations to a range of stakeholders.	X	
Experience of working with unpaid carers.		X
Knowledge and understanding of support and rights relevant to unpaid carers (for example: employment rights, assistive technology, and benefits such as Carer's Allowance).		X
Understanding of the potential barriers to education, employment and learning for carers.		X
Knowledge of the local labour market in the North of Tyne region.		X
Experience of working to agreed targets and achieving measurable outcomes.	X	
Knowledge of and a strong commitment to equality and diversity.	X	
Experience of multi-agency working to achieve shared goals and joined-up provision.	X	
Knowledge and understanding of the health and social care system in Northumberland/North Tyneside/Newcastle.		X
Experience of using Charity Log or other CRM system.		X
Skills, Abilities and Attributes		
Ability to develop and deliver a clear business case to employers to influence change.	X	
Excellent organisational and administrative skills, including the capacity to manage competing demands and meet deadlines.	X	
Ability to work remotely and autonomously, using initiative and with minimal supervision.	X	
Ability to assimilate and interpret a varied range of information.	X	

Ability to initiate, develop and sustain effective relationships with a wide range of stakeholders.	X	
Ability to provide constructive challenge in a positive way.	X	
Excellent IT skills with particular emphasis on Microsoft packages and CRM databases.	X	
Commitment to providing a quality service and a strong commitment to team working and supporting colleagues.	X	
Excellent written and verbal communication skills.	X	
Ability to work within professional boundaries and respect and adhere to confidentiality, data protection and information sharing regulations across all aspects of the work.	X	
Model and encourage high standards of honesty, integrity, openness and respect, and portray a positive image of the organisation at all times.	X	
Flexible approach to working, including weekends and evenings when required.	X	
Ability to travel efficiently throughout the North of Tyne area.	X	