

JOB DESCRIPTION

Job Title: Employment and Skills Co-Ordinator

Salary: **£30K Fixed term to 31st March 2023**

Reports to: Director of Employment & Skills

GFirst LEP is Gloucestershire's Local Enterprise Partnership - our mission is to make Gloucestershire great by driving sustainable economic growth throughout the county, creating jobs and business opportunities for thousands of people. We're led by the business community, in partnership with voluntary, education and public sectors, to help Gloucestershire realise its economic potential.

Job Purpose/Key Role:

Working with the GFirst LEP Director of Employment and Skills and partner organisations such as Gloucestershire County Council and the six District councils, DWP/Jobcentre Plus, employment support and training providers, this role will co-ordinate, implement a range of local employment and skills projects and initiatives across Gloucestershire and monitor and report on their progress. These projects and initiatives form key aspects of local economic recovery post-Covid and support the long-term sector growth ambitions and employment and skills needs of local businesses.

Main Duties/Responsibilities/Accountabilities:

Co-ordinate and implement a range of employment and skills projects and initiatives across Gloucestershire that support the relevant local strategies and action plans. Monitor progress on these and provide timely reports to the Director of Employment & Skills and relevant partner organisations and stakeholders, including the Gloucestershire Skills Advisory Panel (GSAP).

Contribute to the writing and updating of relevant local employment and skills strategies and action plans.

Work with local employers, LEP business groups and the Business Navigator – Skills to gather intelligence about employment and recruitment needs and trends, skills gaps and skills shortages in businesses of all sizes and sectors across Gloucestershire. Prepare reports summarising skills gaps, skills shortages and the skills needs of businesses in Gloucestershire for GFirst LEP, Growth Hub and Gloucestershire Skills Advisory Panel (GSAP). Summarise and communicate these needs to local training providers.



Using appropriate data and local business intelligence, work with local training providers to ensure their provision meets the needs of local businesses and supports the growth/recovery of the local economy. Where skills provision does not meet demand, work with GFirst LEP, the Growth Hub, the Gloucestershire Skills Advisory Panel (GSAP) and skills providers to tailor make solutions.

Support the Director of Employment & Skills in securing suitable funding and other resources to implement the employment and skills priorities of Gloucestershire. Contribute to bid and tender preparation (both internal and with external partner organisations) to secure additional resources.

Working with the Business Navigator – Skills, map out local and national funding streams and skills provision in Gloucestershire across private and public skills providers. Identify research and resources to support skills development across all sectors, particularly those linked to the long-term ambitions of the County (i.e. agri-tech, cyber & digital, green/renewables/retrofit, construction, health and social care).

Maintain and update the Gloucestershire Skills Portal <https://www.skillsportalglos.com> to ensure its relevance and usefulness for target audiences and training and other service providers. Maintain and update the skills pages/employment and skills content of the GFirst LEP website.

Work with partner organisations to develop and deliver awareness-raising and ‘call to action’ events, seminars, clinics in response to identified employment and skills needs (e.g. apprenticeship levy transfer, Kickstart, Restart, etc.)

Work with the Gloucestershire Skills Advisory Panel (GSAP) to support the implementation of the skills elements of the Local Industrial Strategy (LIS), Gloucestershire Skills Strategy and action plan and other relevant strategies.

PERSON SPECIFICATION

QUALIFICATIONS	Degree or substantial relevant experience.
KNOWLEDGE	<ul style="list-style-type: none"> • An understanding of the Government’s priorities with regards to employment and skills provision, the current national employment and skills landscape including funded national programmes and workforce related initiatives • An understanding of the local skills provision against the national provision • Knowledge of GFirst LEP, the draft Local Industrial Strategy for Gloucestershire – including skills priorities and key growth and employment sectors • Knowledge of Gloucestershire employment and skills priorities, including long-term ambitions for the County
EXPERIENCE	Be able to demonstrate:

	<ul style="list-style-type: none"> • Project management including partnership working, planning, monitoring, reporting and resource management • Co-ordination and implementation of employment and skills projects and initiatives • Relevant business engagement experience, in particular the with regards to people and skills development. • Delivery and administration against funded projects and programmes.
SKILLS – personal	<ul style="list-style-type: none"> • Excellent project management skills • Excellent customer service skills • A strong communicator who is able to structure communications for different audiences and keep stakeholders and customers informed of progress at appropriate intervals • Highly organised to enable working with multiple customers and stakeholders at any one time • Able to multi-task under pressure with a can-do attitude • Able to work on own initiative, to organise and take personal responsibility for own work and deadlines • A team player with capacity for hard work • Able to provide a favourable and professional impression by demonstrating excellent communication and interpersonal skills with a wide range of internal and external contacts at all levels • Able to relationship manage stakeholders and partners from the public, private and voluntary sectors • Flexible and reliable
SKILLS – technical	<ul style="list-style-type: none"> • Demonstrate an ability to use IT proficiently using Microsoft packages (MS Word, Excel, PowerPoint; MS Outlook). • Experience of using Client Management Systems. • Experience of using social media for business purposes • Experience of updating website content

Job Context/Challenges:

- This is a fixed term role to March 31st 2023 funded by Gloucestershire County Council
- As such the role is compliant to this funding stream and will evidence and reports relevant outputs, outcomes and impacts.
- The role works closely with other funded local and national funded programmes and in close collaboration with other employment and skills providers.

Key Relationships:

Internal

- Other staff/team members – cross-team working and reporting is essential to support and co-ordinate project delivery and wider GFirst LEP initiatives.
- Meet regularly with the Director of Employment and Skills to assess ongoing and evolving tasks and areas for personal focus/development.
- Meet regularly with the Business Navigator - Skills to ensure mutual awareness of priorities, workstreams and sharing of intelligence gathered.

External

- Businesses – to understand their employment, recruitment and skills needs, ultimately to enhance the economic performance of the region.
- Employment and skills providers – to support and extend their understanding of the employment, recruitment and skills needs of local businesses and local residents, so that they can adjust/extend their provision to meet the needs of the local economy.
- Stakeholders – to coordinate the different interests, ensuring employment and skills support is delivered as a ‘one team’ approach within the requirements of the funding and quality assurance mechanisms.

Decision Making Authority:

- Day to day decisions of how best to manage ongoing tasks and workload to meet personal objectives and targets.
- Recommendations to the Director of Employment and Skills and to the Gloucestershire Skills Advisory Panel (GSAP).

Additional Information:

- You may be required to undertake such reasonable additional duties as required from time to time.



- We may reasonably vary your duties and responsibilities at any time according to the needs of the Company's business.
- Occasional unsociable hours and travel.

Equal Opportunities Statement:

GFirst is an Equal Opportunities employer and seeks to ensure that all applicants are treated in a fair and non-discriminatory manner. Standardised recruitment processes are followed and all applications for posts are considered against pre-determined criteria relevant to the requirements of the post. Consistent with our Equal Opportunities Policy, the Company does not discriminate on any grounds including, but not limited to, race, ethnic origin, colour, sexual orientation, gender, marital status, disability, class, age, political belief, religion or belief.

Respect and Dignity at Work – 'Improving Working Lives'

GFirst is committed to equality of opportunity and diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

GFirst is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day-to-day working life.

GFirst will not tolerate any forms of bullying or harassment in the workplace.

Everyone has a personal responsibility to seek to improve his/her own and colleagues' working lives to create a healthy and productive working environment.

GDPR

GFirst LEP takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.