

Job Description: Employer Recruitment Officer

Salary: £32,228 one year with a possible 12 month extension

Department: External Relations

Location: Hybrid working (London Office Base)

Department: External Relations

Key working relationships: Senior Corporate Partnerships Manager, Summer Jobs Project Manager, Head of Partnerships & Philanthropy, External Relations Director, Head of Engagement, Head of Brand, Marketing and Comms, Senior Trusts and Grants Manager, Assistant Director and Heads of Network Delivery, Assistant Director of Finance, Assistant Director of Impact, Senior Leadership Team, CEO, Trustees, supporters, young people.

Purpose of the job

This role is an exciting opportunity for an outstanding individual to join the UK Youth Fundraising team. UK Youth works with a broad range of exciting corporate partners, including Coca-Cola Europacific Partners, KFC, Burger King, RSA Insurance. This role focuses on identifying and securing income and employment placements for The Summer Jobs Programme and ensuring strong stewardship and a positive employer experience over the next two years.

About UK Youth

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

Why work at UK Youth?

Young people are facing a complex and increasingly challenging world. There are pressures on their mental health, employment prospects, and even physical safety. Youth work is an essential tool to help young people navigate these difficulties and set them up with skills for life. But over ten million young people are currently unable to access this life changing and even life-saving resource. UK Youth brings together young people and youth workers with business leaders, teachers, doctors, and other professionals to identify solutions, provide practical support and campaign for social change. By working at UK Youth, you will be joining a committed group of people who are seeking to tackle the systemic problems letting young people down.

We are a value-based, passionate and committed organisation offering a friendly working environment with lots of opportunities for professional development and socialising, from lunch and learn sessions, staff quizzes and UK Youth team within the Charity Softball League. UK Youth prides itself on being an Equal Opportunity employer and we would particularly welcome applications for this role from those who identify under one of the protected characteristics under the Equality Act 2010.

We value the differences that a diverse workforce brings and are committed to inclusivity, and to employing and supporting a diverse workforce. Our selection procedures ensure that people are treated on the basis of their relevant merits, experience, skills and abilities and that no individual

receives more or less favourable treatment.

Role Responsibilities

Employer recruitment and income generation

Work closely with the Employer Recruitment Manager to develop and implement an employer recruitment strategy, integrating both local and national approaches.

- Support the development of employer sponsorship proposals, creating a menu of different engagement levels to meet income targets
- Work with the Employer Recruitment Manager and the wider Corporate Partnerships Team to collaborate on all UK Youth fundraising opportunities and integrate our employer ask into our wider corporate partnerships offer
- Track, monitor and report confirmed placements in specified locations.
- Input to feedback for Youth Endowment Fund on corporate partnership opportunities
- Identify and engage with regional and localised contacts to assist in sourcing placements (e.g. borough networks).
- Accurately record programme donation contributions
- Travel to local areas to engage employers in person, as necessary.
- Keep an accurate record of all communications and progress with employers on UK Youth's CRM system

Employer training and management

- Manage relationships with a cohort of employers throughout the programme, including:
 - Securing their commitment to provide placements and funding in agreement with the programmes terms of reference
 - Ensuring they have the necessary information and tools to succeed within the programme.
 - Act as the primary point of contact at UK Youth.
 - Assist employers with the completion of key paperwork.
 - Support employers to work with the timesheet agency to guarantee timely payment to young people.
 - Ensure employers complete essential tasks, such as risk assessments and mock interviews.
- Ensure employers, within a specified area, complete mandatory training

Key Internal Relationships

- Collaborate closely with The Summer Jobs Project Manager to:
 - Ensure consistency and accuracy of approach and information.
 - Support Local Delivery Partners to build relationships with employers.
- Attend one to one meetings and appraisals with the Employer Recruitment Manager
- Work in partnership with colleagues in the Communications team to enable the delivery of high-quality comms activities that support employer recruitment.
- Work with regional Project Officers to develop relationships with local employer groups
- Work with employers and the Communications team to create compelling case studies and stories showcasing the impact of The Summer Jobs Programme.

General Responsibilities

- Professionally and positively represent the organisation
- Attend and participate proactively in staff meetings, team meetings and other meetings as required
- Work effectively with colleagues to achieve the aims and objectives of the charity
- Support organisation-wide initiatives to facilitate cross-team working
- Take reasonable care of their own health and safety and for that of others who might be affected by their own work, as required by law and described in the relevant operating procedures and policies
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Other working relationships

The post holder is responsible for working with a wide range of individuals and organisations. These include:

- Prospective and current corporate partners
- Directors and other staff of UK Youth
- UK Youth's Trustees
- UK Youth's Network including youth workers and young people

Person Specification: Employer Recruitment Officer

- Experience of fundraising, sales or recruitment
- Experience of working in a busy and deadline-driven work environment
- Experience of managing multiple relationships

Knowledge, skills and understanding

- Understanding of the logistics of work experience programmes and the benefits to both employers and young people
- Confident to engage and manage key stakeholders within and outside of UK Youth to assist in fundraising and programme delivery
- Able to build relationships quickly and effectively
- Highly developed verbal communication skills
- Excellent written communication skills and an ability to produce compelling and creative proposals and pitches
- High attention to detail and accuracy when completing complex projects
- Excellent planning and organisation skills and the ability to work to deadlines
- Basic analytical and project management skills
- Well-developed IT skills, including Microsoft Office
- Experience of using a donor database/ CRM system
- Empathy with the needs of young people and the work of UK Youth

Personal qualities

- A pro-active approach, self-motivated and enthusiastic with initiative and commitment to achieving results
- Flexible approach to work including willingness to work irregular hours when needed
- Excellent interpersonal skills
- People-person with a confidence in influencing and negotiating
- Excellent organisation and time management skills
- Passion for fundraising and the youth sector