

## Employment Consultant Northern Ireland

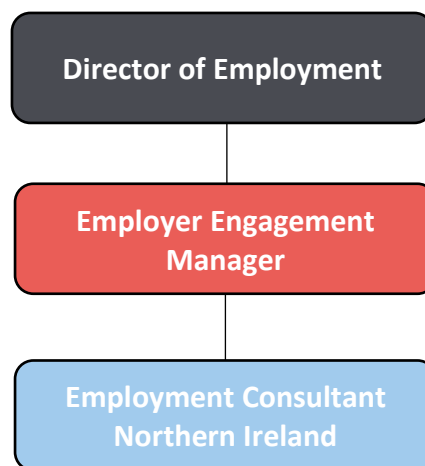
### JOB DESCRIPTION

**Location:** RC Aldergrove/PRU Lisburn

**Work pattern:** 35 hours per week, Monday through Friday, 9 am to 5 pm with an occasional need to work outside core hours to meet the demands of the role.

**Interaction with:** Directors, Managers, and Staff at FEC as well as stakeholders, clients, etc

**Reporting line:**



### Role - brief overview:

The role of the Employment Consultant is to maintain effective relationships with employers and partner organisations to secure employment, training and vocational opportunities for Service leavers (SLs) and veterans. The role provides tailored employment support, advice and guidance to individuals with varying needs who are in resettlement, helping them achieve sustainable vocational outcomes and successful transitions into civilian employment.

### PRINCIPAL RESPONSABILITIES

- **Employer Engagement and Business Development**
  - Develop and maintain relationships with employers, employer networks, training providers, adult education providers and key stakeholders to identify employment and vocational opportunities.
  - Proactively promote the transferable skills and experience of service leavers and veterans to employers and advocate their value to industry.

- Source and secure quality employment opportunities including:
  - Permanent and part-time roles
  - Work experience placements
  - Apprenticeships and work-based training
  - Vocational and educational pathways
- Maintain strong relationships with existing employers while identifying and engaging new organisations and industry sectors.
- Work collaboratively with Labour Market Analyst to understand skills shortages, future workforce requirements and talent pipeline opportunities.
- Support and coordinate recruitment campaigns and employer initiatives to meet regional employment needs.
- Support and collaborate with the CTP Events Team, employers and stakeholders to plan and deliver regional employment fairs, industry awareness events and recruitment campaigns that align with local employment needs and create pathways to sustainable employment.
- Promote and market CTP employment services across military units, Personnel Recovery Units, partner organisations and external stakeholders.
- Ensure employer contacts and opportunities are effectively captured and maintained within organisational systems.
- Maintain accurate records of employer engagement activity on a CRM and contribute to reports, publications and management information as required.
- **Client Support and Employment Advice**
  - Manage a caseload of SIs from across CTP Assist and CTP Future Horizon requiring employment support and provide tailored guidance to help them achieve their preferred vocational outcomes.
  - Conduct initial assessments and ongoing reviews to identify employment goals, barriers and support requirements.
  - Develop individual employment and action plans aligned to personal aspirations and vocational objectives.
  - Provide careers, training and employment advice, including:
    - Career planning and vocational options.
    - Labour market information.
    - Local and regional job opportunities.
    - Training and educational pathways.

- CV development and interview preparation.
    - Job search techniques and application support.
  - Support clients in accessing training opportunities and assist with applications for funding or additional support where appropriate.
  - Match individuals with suitable vacancies, training and work experience opportunities.
  - Coordinate access to wider support services and specialist agencies where additional or complex needs are identified.
  - Work collaboratively with internal teams and external partners to ensure a joined-up approach to supporting clients.
  - Maintain regular communication with clients using agreed methods and ensure support is responsive to individual needs.
  - Provide ongoing in-work support where appropriate to maximise employment sustainability and positive outcomes.
  - Monitor and evaluate successful outcomes and maintain accurate records of client activity.
- **Partnership Working**
    - Build and maintain effective relationships with:
      - CTP Employment, Transition and Training teams
      - Personnel Recovery Units and welfare staff - attending care reviews
      - Military units and recovery organisations.
      - Veterans' Welfare and support organisations.
      - Regional employment and skills organisations.
      - Training providers and educational institutions.
      - Northern Ireland Reserve Forces & Cadet Association.
      - Other key stakeholders such as Defence Relationship Management and Veterans Commissioner
    - Act as a subject matter expert in employment support and employer engagement, providing advice and guidance to colleagues and stakeholders where required.
    - Contribute to workshops, presentations, information sessions and awareness events.
    - Share labour market intelligence, training opportunities and employer insights to ensure a coordinated and effective approach across the wider employment support network.

- Work collaboratively across teams to ensure seamless delivery and effective sharing of opportunities and best practice.
- **Information Management and Administration**
  - Maintain accurate and timely records on all case management systems.
  - Ensure all client and employer interactions are recorded in accordance with organisational procedures and performance requirements.
  - Maintain confidentiality and comply with data protection requirements and organisational policies.
  - Produce reports and management information as required.
  - Undertake additional duties consistent with the role as directed by line manager.

## **PERSONAL SPECIFICATION**

### **Essential Competencies:**

- Highly organised with excellent IT proficiency, including experience using Microsoft Suite and Outlook.
- Proactive and supportive team player, contributing positively to a diverse and dedicated team environment.
- Self-motivated and capable of working independently, while also engaging with the team as needed to achieve shared goals.
- Confident and outgoing personality, with excellent communication, interpersonal, and influencing skills, enabling effective interaction at all levels and fostering strong working relationships.
- Experience of employer engagement, business development, account management or recruitment.
- Experience of providing employment advice, guidance or case management support to individuals.
- Knowledge of labour markets, recruitment practices, vocational training and adult education opportunities.
- Ability to build and maintain effective relationships with employers, stakeholders and partner organisations.
- Experience supporting individuals with varying needs and barriers to employment.
- Strong communication, presentation and interpersonal skills.
- Ability to manage a varied caseload and prioritise competing demands.
- Experience in using CRM or case management systems.

- Ability to work independently and collaboratively within a multi-disciplinary team.
- Full UK driving license, sole access to a car and willingness to travel as required.

**Desirable Competencies:**

- NVQ Level4 Information, Advice and Guidance (or equivalent)
- Previous experience in the UK Armed Forces or a strong working knowledge of the UK military.
- Resilient and adaptable, capable of managing the demands of the role with a proactive and responsible approach.
- Recruitment, employer engagement or business development qualifications.
- Understanding of Armed Forces personnel and the challenges associated with transition to civilian employment.
- Experience of working with vulnerable or disadvantaged individuals.
- Experience delivering workshops, presentations and employment-related events.

**Security Clearance**

- The successful candidates will be required to undergo an Enhanced Disclosure & Barring Service (EDBS) check and MOD Security Clearance (which requires the candidate to have 5 years of continuous UK residency).