

Job Description

Job Title:	Senior Employer Relationship Officer
Directorate:	Centrepont Works – Progression Housing
Reports To (role):	Skills Administration Manager

About the Role

The Senior Employer Relationship Officer leads on developing and maintaining employer partnerships that create sustainable employment, work experience, apprenticeship, traineeship and placement opportunities for young people accessing Centrepont Works services nationally.

The post holder works closely with Centrepont Works colleagues, the Corporate Fundraising team, employers and other stakeholders to identify, secure and steward opportunities that support young people's progression into employment. They ensure all opportunities are safe, aspirational, fit for purpose and aligned with funding and safeguarding requirements.

The role requires excellent relationship management skills, a strong understanding of employer engagement, and the ability to work collaboratively across departments to deliver positive outcomes for young people. The post holder will travel across Centrepont services and attend meetings and events as required.

Key Responsibilities

- Build and maintain a network of local, regional and national employers able to provide sustainable employment opportunities, work experience placements, apprenticeships and traineeships.
- Develop and maintain effective relationships with employers, corporate partners and key stakeholders to create opportunities for young people.
- Act as the main point of contact for employer engagement activities and support employers throughout the placement and employment lifecycle.
- Develop and maintain employer resources, guidance and toolkits to support successful employment outcomes.
- Work collaboratively with Centrepont Works colleagues to identify employment needs, aspirations and risks for young people.
- Ensure opportunities are appropriate, safe and aligned to individual needs and career goals.
- Support delivery of employability activities including presentations, employer events, interview preparation sessions and networking opportunities.
- Maintain accurate records, monitoring information and evidence to demonstrate outcomes and impact.

- Contribute to stakeholder communications, case studies, newsletters and employer stewardship plans.
 - Promote safeguarding, health and safety, equality, diversity and inclusion throughout all employer engagement activity, undertaking health and safety assessments where applicable.
 - Support wider Centrepunkt Works activities, including occasional out-of-hours events.
 - Undertake any other duties commensurate with the role as directed by the line manager.
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Essential Experience:

- Minimum two years' experience in client, customer or employer relationship management.
- Proven experience of building and maintaining successful external partnerships.
- Experience of working in a target-driven environment and achieving performance goals.
- Experience of developing opportunities that support individuals into employment or progression outcomes.
- Experience of working with disadvantaged young people and supporting them to overcome barriers.
- Experience of maintaining accurate records and monitoring systems.

Desirable Experience:

- Experience of working with employers, corporate partners or business networks.
- Experience within employability, skills, education, housing or youth support services.
- Experience of developing employer resources, guidance materials or engagement toolkits.

Essential Skills:

- IOSH qualification or equivalent Health and Safety certification, or willingness to work towards achieving one.
- Excellent relationship-building and stakeholder management skills.
- Strong communication and presentation skills.
- Ability to engage employers and broker employment and placement opportunities.
- Effective planning, organisation and workload management skills.
- Strong problem-solving and decision-making abilities.
- Ability to identify labour market opportunities and respond proactively to skills gaps.
- Ability to work collaboratively across teams and departments.
- Good IT, literacy and numeracy skills.
- Commitment to safeguarding, equality, diversity and inclusion.

Desirable Skills:

- Knowledge of local and national employment, skills and apprenticeship programmes.
- Understanding of employer engagement best practice and workforce development.

Essential Behaviours:

Working Together	Builds productive relationships with colleagues, employers and stakeholders to achieve positive outcomes for young people.
Learning Continually	Seeks opportunities to improve knowledge, share learning and develop effective employer engagement practices.
Engaging with Change	Adapts positively to changing priorities, employer needs and organisational developments.
Understanding our Goals	Demonstrates commitment to Centrepoin's mission and understands how employer engagement contributes to young people's progression.
Accountability	Takes ownership of targets, performance, record keeping and service delivery outcomes.

Centrepoint Values

All staff at Centrepoint are expected to work according to our six values. Below are examples of the behaviours expected for each of them. These will be assessed at interview and are included here to inform your expectations of the type of person we are looking for to join our organisation.

Integrity <i>We always put the good of young people and Centrepoint first</i> • We commit to living these values in our professional lives at Centrepoint • We work hard to build trust and productive relationships • We are honest and transparent • We confront issues early in a direct and constructive way	Energy <i>We are ambitious for young people and we have relentless drive, commitment and resilience to achieve that</i> • We act decisively, using our energy to deliver and exceed expectations • We understand our strengths and use them to strive for excellence • We have creative optimism and we embrace change and drive it • We have the courage and stamina to make tough decisions and see them through
Humility <i>Our work is a service that supports and challenges each person in our sphere of influence to fulfil their potential and ensure that they are engaged and inspired to perform</i> • We show empathy, sincerity and are servant-hearted in our approach • We are self-aware; continuously seeking to improve and we take full responsibility for our own development • We offer to help without hesitation and ask others for support when we need it	Entrepreneurial <i>We are enterprising and innovative – professional, optimistic and always thinking about how to improve</i> • We are commercially aware and financially conscious • We communicate well and bring people with us • We know and understand our business and the impact of both internal and external forces • We always ask ourselves how it can be done better; we are more ‘why not?’ and have the flexibility to adapt
Accountable <i>We know what we have to do and why. We have high standards and expectations of ourselves</i> • We have a clear direction and are fully accountable for delivery in our area • We take personal responsibility to deliver and exceed expectations • We seek and gain the commitment of others; helping others to achieve what they need to do, by inspecting what we expect. • We celebrate success and reward the right behaviour at the right time; fully supporting the appropriate challenge of inappropriate workplace behaviours	Focused <i>We deliver for and with young people in a way that is creative, inspiring and enjoyable</i> • We put young people at the heart of all we do • We are mindful of risk, seeking to be risk intelligent • We create a collaborative spirit where people are treated equally with respect • We focus relentlessly on results



**ENDING YOUTH
HOMELESSNESS**