

## Job Description

<b>Job Title</b>	Employer Coordinator (SEND)
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Education
<b>Grade</b>	7
<b>Competency Level</b>	1
<b>Salary</b>	£40,777 - £46,142
<b>Job Type</b>	Hybrid
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Enhanced with Child Barred List (Child and Adult Workforce)
<b>Job Evaluation Ref No</b>	

## Job Purpose

The primary purpose of this role is to co-ordinate the development and expansion of relationships with key employers across the Supported Internship programme in Liverpool. The postholder will do this by working directly with an existing bank of committed employers to maximise opportunity for young people whilst developing new relationships across the city. In-person networking to bring new opportunities and new placements for our young people will be pivotal to this role.

### **Directly Responsible For:**

SEND Employment Support Follow On Job Coaches

### **Directly Responsible To:**

SEND Employment Support Officer

### **Main Areas of Responsibility:**

- Further develop a strong network of employers attached to the SEN Supported Internship programme with the aim of supporting young people with Special Educational Needs and Disabilities, including Neurodiverse conditions and Mental Health through a Supported Internship and into sustainable paid employment
- Engage and work with young people and adults (including those who have been in alternative education settings, those with learning difficulties/disabilities, looked after children and care leavers) to enable them to pursue their ambitions in relation to accessing further learning, training and employment opportunities
- Develop and maintain effective partnerships with a range of internal and external partners
- Negotiate and work with a range of internal and external organisations/partners to provide a seamless service for young people and adults and assist them into supported internship placements and employment opportunities
- Build an understanding of growth sectors and opportunities across the city understanding trends in entry level work
- To liaise with a team of coaches and coordinators to understand the types of experience our learners need and source appropriate opportunities

- Respond to employer (internal or external) queries relating to the programme
- Assist in the development of the Supported Internship quality assurance framework and continuous improvement processes
- Perform any other duties appropriate to the grade of the post assigned by the Service Manager
- Work flexibly (which may include events in the evenings and occasional weekends)

It is expected that the post holder will participate fully in:

- Staff development opportunities
- Training opportunities which are made available
- The organisation and delivery of in-service training in the area of responsibility and appropriate to the level of the post
- Performance review process

### **Supervision and Management Responsibility:**

- Direct line management responsibility of the SEND Business Support Apprentice including setting & reviewing of weekly priorities & tasks
- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

### **Budget and Financial Responsibility:**

- Supporting the monthly budget monitoring and forecast by reviewing ongoing spend and grant funding

- Record spends linked to the post, managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- Extended periods of sitting and computer work
- Engagement events, which may require periods of standing

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- English and Maths GCSE or equivalent and a level 3 qualification (A, I)

### Desirable

- Educated to degree level

## Experience

### Essential

- Experience of developing relationships with a broad range of employers to offer opportunity (A, I)
- Experience of networking with employers/ stakeholders to promote programmes externally (A, I)
- Prior experience/ knowledge of working with people with disabilities, neurodiverse conditions (A, I)
- Experience of recording and updating data, to ensure Intern to Work records remain organised and current (A, I)

### Desirable

- Public speaking skills



- Line management experience
- Event hosting to raise awareness
- A knowledge of key employment/ growth sectors across the city

## Skills/Abilities

### Essential

- Excellent communication, planning and organisational skills (A, I)
- IT Skills, the use of MS Office e.g. Word, Outlook, Excel (A, I)
- Ability to work under pressure whilst maintaining a positive attitude (A, I)
- Ability to manage multiple, diverse relationships and tailor working style (A, I)
- An inclusive approach to involving others in discussions and project work, respecting diversity (A, I)
- Flexible approach to work (the postholder may attend events outside of the core working day) (A, I)

### Desirable

- An effective role model
- Professional approach to work

## Commitment

### Essential

- Must be flexible and willing to travel to multiple location across Liverpool and Liverpool City Region (A, I)
- Flexible approach to working hours and environment (A, I)
- Ability to adapt to the corporate environment (A, I)



## Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- An interest and passion for improving the lives of all our residents.

## Other

## Essential

- This post is subject to a Disclosure and Barring Service (DBS) check