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| **POST** | **Business Engagement Manager** |
| **GRADE:** | 3.3 to 3b within a salary range of £25,738 - £31,059 |
| **RESPONSIBLE TO** | Business Engagement Team Leader  |
| **BASE:** | Home based with frequent travel within the East Midlands |

## SPECIFICATION:

The Business Engagement Manager is pivotal to fulfil the ambitious growth plans at Futures. The purpose of the role is to drive effective employer engagement and account management activities for the achievement of our Well for Work contract, apprenticeship and skills engagement targets.

Your key focus will be working on the Well for Work contract across both Nottinghamshire and Derbyshire. Well for Work is a comprehensive employment support initiative, which aims to reduce unemployment and upskill adults to improve social inclusion and mobility by moving those furthest away from the job market into sustainable employment, education and training. The project will focus on job seekers and inactive people, providing additional and complementary activity to those people who need support to get themselves back into employment.

You are required to work with autonomy and high levels of personal motivation with the proven ability to meet targets, working in collaboration with a team and internal colleagues, build effective partnerships with existing employers and have the ability to engage and secure new employer clients through a variety of business development approaches.

Previous experience within recruitment or business development is essential although experience in the education sector is not. That said you should have an interest in the impact that learning and development, recruitment, talent management and the effect workforce planning strategies have on individuals and businesses. Many of the customers we support are faced with a variety of barriers to education, employment and training so an understanding or interest in these challenges would be an advantage. You will need to be committed; solution focused and be able to be seen as a positive role model.

**DUTIES AND RESPONSIBILITIES:**

1. Lead in the proactive promotion of Futures for Business and contribute to the development of the brand.
2. Build and deliver on a robust pipeline of activity to fulfil targets in line with the annual business plan and key performance indicators, ensuring sales processes, due diligence, compliance and internal procedures are adhered to.
3. Take responsibility to learn and maintain up to date knowledge on the local, regional and national skills agenda including further education, apprenticeships, funding, adult education and careers ensuring the advice delivered on behalf of Futures for Business and stakeholders is relevant, and of an expert level.
4. Build effective partnerships with existing employers and have the ability to engage and secure new employer clients through a variety of business development approaches.
5. Undertake detailed operational needs analysis and training needs analysis to identify effective solutions in relation to the employer’s recruitment employment & skills development needs and identify impact measures.
6. Provide a focus on businesses not already engaged in skills development
7. Advise employers on available government funding / grants that support the skills development of existing and new staff.
8. Contribute to the business planning and profiling of recruitment and training provision taking into account local and regional labour market information and the changing demographic of workforce training needs.
9. Attend appropriate networking and employer events to develop new opportunities this may require you to work early mornings and evenings.
10. Maintain effective relationships with all internal colleagues to ensure services are delivered to an excellent standard that will maximise opportunities to provide added value programmes and services.
11. To be responsible for promoting new opportunities for working relationships with employers.
12. To maintain existing relationships, ensuring that employer engagement is at the forefront of our communications
13. Proactively contribute to meetings bring ideas; relevant positive and negative feedback to ensure the continuous improvement and relevance of Futures services
14. Provide weekly reports on your performance in an accurate and timely manner
15. You will be expected to undertake any other duties which may reasonably be regarded as commensurate with the responsibilities of the post

## STANDARD RESPONSIBILITIES FOR ALL POSITIONS:

1. Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all Futures policies and procedures
6. Futures is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment. An enhanced DBS check is required for this role.

## COMPANY POLICY:

1. To promote and uphold equal opportunities policy and procedures, actively promoting equality and seeking to challenge and overcome disadvantage and discrimination.
2. To commit to and demonstrate behaviours based on the Company Values.
3. To develop and maintain own professional knowledge, skills and experience, including formal training, CPD and networking with fellow professionals. Incorporating self-reflection to improve practice.
4. To ensure a personal commitment to Customer Care and the Company reputation for excellence.
5. To comply with safeguarding requirements in accordance with legislation and policy.
6. To ensure the exchange of relevant information between partners takes place, ensuring the customer/client has given consent and that data protection requirements are complied with.
7. To undertake any necessary administrative/ICT duties in line with role.
8. To take reasonable care for the Health & Safety of him/herself and of other persons who may be affected by his/her activities and, when appropriate, to safeguard the Health & Safety of all persons under his/her control and guidance in accordance with the provisions of Health & Safety Legislation.
9. To undertake any other duties, which may reasonably be regarded as within the scope and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**This project is part financed by the European Social Fund.**

**Person Specification**

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| **POST:** | Business Engagement Manager |
| **GRADE:** | 3.3 to 3B within a salary range of £25,738 - £31,059 |
|  | Essential | Desirable | Method of Assessment\* |
| **Qualifications:**  |  |  |
| Qualification at Level 4 or above (or willing to work towards) | 🗸 |  | A, C |
| Excellent literacy and numeracy skills Educated to L2 English ICT & Maths | 🗸 |  | A, C |
| **Experience:** |  |  |  |
| Recent experience of a recruitment or business development role | 🗸 |  | A, IV |
| Recent experience of recruitment or business development within Apprenticeship provision  |  | 🗸 | A, IV |
| Experience of initiating and maintaining effective employer relationships within the last 2 years | 🗸 |  | A, IV |
| Experience of supporting employers corporate social responsibility policies and/or working with Disability Confident Employers |  | ✓ | A, IV |
| Experienced Account Manager with a proven track record of growing revenues  |  | 🗸 | A, IV |
| Demonstrable experience of building and delivering an accurate pipeline of activity to achieve challenging targets and KPIs | 🗸 |  | A, IV |
| **Skills/Knowledge:** |  |  |  |
| Recent knowledge and experience of Apprenticeship funding and government skills priorities  |  | 🗸 | A, IV |
| Demonstrable interest or understanding of the impact learning and development on employers  | 🗸 |  | A, IV |
| Awareness of local, regional and national priorities for employment and skills provision  |  | 🗸 | A, IV |
| Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding  | 🗸 |  | A, IV |
| An understanding or interest in supporting the long-term unemployed or people faced with barriers to education, employment and training |  | ✓ | A, IV |
| Excellent judgement and the ability to problem solve quickly and effectively  | 🗸 |  | A, IV |
| Possesses a ‘can do’ attitude and approaches challenging situations in a positive and enthusiastic manner. | 🗸 |  | A, IV |
| Demonstrable analytical, written and verbal communication skills – including the creation of proposals and presentations to individuals and groups | 🗸 |  | A, IV |
| Excellent computer literacy and presentation skills; e.g. proficiency in Excel, Word, PowerPoint etc. | 🗸 |  | A, IV |
| **Company Requirements** |  |  |  |
| Committed to ensuring that all practice and engagement with others is free from discrimination and adheres to equal opportunities legislation and organisational policies  | 🗸 |  | A, IV |
| Collaborative and team player with the ability to work across the whole Futures Group  | 🗸 |  | A, IV |
| Able to evidence an ongoing commitment to working in a responsive manner to support flexible working practices  | 🗸 |  | A, IV |
| Reliable and capable of fulfilling the employment contract  | 🗸 |  | IV |
| Vehicle owner/full driving licence holder (suitable adjustments available for recruits with mobility disabilities if required) | 🗸 |  | A |

\*Method of Assessment - A = Application Form, IV = Interview, C = Certificates