



Job Title:	Who Dares Works Employment and Training Manager
Location:	Health and Wellbeing Innovation Centre, Treliske, Truro
Salary banding:	£24,500 - £26,500
Contract type:	37.5hrs per week fixed term contract to December 2019 (part-time considered)
Responsible to:	Who Dares Works Partnership and Communications Manager

Main Purpose of Job: Who Dares Works is an exciting, collaborative project that is funded by the European Social Fund and the Big Lottery Fund, led by Active Plus and delivered by a partnership of social enterprises. As a key member of the Active Plus “Who Dares Works” project management team, you will play a critical role in supporting the progression of participants into education, training and work and in doing so helping the Project deliver its quality and performance objectives.

Working with the Project Manager and Partnership/Communications Manager, you will develop and lead a service that helps participants to build on their Who Dares Works journey and successfully access external training, education or work. You will engage with employers and training providers to source opportunities; work alongside Project partners to further develop and/or maintain effective sector routeways into work and with Project participants to help them to take advantage of the opportunities available.

Key Relationships:

Internal	External
<ul style="list-style-type: none"> Who Dares Works Project Manager and Partnership Manager Who Dares Works Finance and Compliance Managers and Project Support Officers Active Plus Senior Management Team Active Plus Office Manager 	<ul style="list-style-type: none"> Employers and Training Providers Who Dares Works Participants Who Dares Works project delivery partners Who Dares Works stakeholders – including funders, strategic partners and referral partners

Main Duties and Responsibilities:

- Build and maintain positive relationships with employers to gain their support for Who Dares Works through job opportunities, work placements and other work-related offers and support Project participants to access them
- Gain employer commitment to the Who Dares Works employer offer
- Identify externally funded training opportunities and support Project participants to access them



- Build positive relationships with work-related activity partners to understand their delivery and how it supports participant employability and prospects of employment
- Work with the whole Who Dares Works workforce to raise awareness of employment and training opportunities and key local labour market activity/intelligence
- Be an ambassador for Who Dares Works and Active Plus
- Complete relevant project paperwork accurately and on time
- Comply with all relevant project and company policies and procedures
- Ensure that data is processed in accordance with the General Data Protection Regulation at all times
- Undertake other project duties as requested

This post is funded by the Big Lottery Fund and the European Social Fund

Person Specification:

Skills, Knowledge and Experience		
Essential	Desirable	How Identified
Previous experience in an external relations, partnership or employer engagement role	Experience of back-to-work delivery	
Excellent interpersonal skills, including the ability to relate to and communicate with a broad range of people and groups. You must be able to provide examples that demonstrate your competence in this area	Experience of European Social Fund delivery	Personal Statement Interview
Experience of both working effectively within in a team and managing daily workloads to meet deadlines and quality expectations. You must be able to provide examples that demonstrate your competence in these areas	Experience of working with military veterans	Application Form Interview
Good IT and online skills including demonstrable use of Office 365	ECDL or similar qualification.	CV, Personal Statement
Experience of working on a 1-2-1 basis to support people to achieve goals or objectives	Coaching or IAG qualification	CV Personal Statement Interview

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).



Application Process:

Please email the following documents to laura@activeplus.org.uk no later than **noon on Tuesday 15th May 2018**:

1. A CV of no more than 2 sides of A4 including 2 referees
2. A personal statement of no more than 2 sides of A4 outlining your skills, knowledge and experience in relation to the essential criteria listed above.