

## **Job Profile Information: Trainee ETO**

Job Title: Trainee ETO

Job Grade: Level 2 Zone 2

Salary Range: £34,580- £36,917

### **Role Purpose:**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to the UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. As a Trainee Employment and Training Officer, you will make a real difference by working with local candidates and employers to increase employment and training opportunities.

### **The role**

You will learn how to assist local people to access training and employment opportunities with local employers. The focus of the role will be to learn how to support ETOs (Employment and Training Officers) with employer and candidate-facing work which involves working with a wide range of employers to create opportunities for local residents.

The post will involve working with Council departments, local companies, agencies, and contractors working in Camden. The work will be across all sectors, with a focus on generating opportunities in Camden's priority sectors (which include construction, professional services, creative & digital media, and hospitality).

This post is exempt from the Rehabilitation of Offenders Act and will require an Enhanced DBS.

### **Example outcomes or objectives that this role will deliver:**

- Meeting with residents to understand their goals and aspirations.
- Assisting our ETOs (Employment and Training Officers) to provide one-to-one support with the objective of supporting citizens to improve their employability, self-esteem/motivation and move forward along their journey towards good work/training or apprenticeships.
- Assisting and learning from our ETOs to develop and maintain effective working relationships with employers, recruitment agencies, training agencies, specialists and practitioners, in order to maximise employment opportunities for residents.
- Bringing the right support together around a client to help them achieve their goals and aspirations – learning about existing provision and getting to know other practitioners and signposting to services in Camden.
- Building a personal reputation as an important member of the CAT/YTG; building relationships and gaining trust and confidence.
- Gain knowledge and understanding of employment recruitment practices and or training provision working with employers and candidates to meet employer recruitment needs,
- Learn how deliver careers counselling, training, and advice.
- Working towards gaining a level 3 IAG (Information Advice and Guidance qualification).
- Learn the importance of tailoring vocational and pre-employment training to meet the needs of candidates and employers as well as the skills demand of the industry. Alongside this, you will gain experience in supporting vulnerable young people and an understanding of the key policies/strategies impacting on their ability to complete training and apprenticeships.
- Completing administrative tasks relevant to the role, reporting and recording outcomes using in house client management systems.

**People Management Responsibilities:**

- The role does not have any direct line management responsibility.

**Relationships:**

- This role will report to one of the Apprenticeship/YTG Coordinators.
- The role will require close relationships with external partners and residents.

**Work Environment:**

- 5 Pancras Square

**Technical Knowledge and Experience:**

- An understanding, and passionate interest in the barriers to employment and training experienced by disadvantaged communities.
- An interest in developing skills that will help you work confidently with residents in a demanding environment, including risk management.
- A desire to learn how to work with a number of individuals and/or agencies to achieve effective outcomes.
- Knowledge and interest in current education, Apprenticeships, employment and training opportunities available to clients ranging in age and specifically young people.
- Excellent communication and interpersonal skills, including the ability to communicate effectively with a wide range of people and to demonstrate sensitivity.
- Desire for professional development with a commitment to participate in appropriate training.
- Understanding or awareness of data protection and confidentiality, and a willingness to learn and understand more.
- Commitment to and understanding of equal opportunities, with an open approach to learning how to work with a diverse community.
- Willing to develop and maintain relationships with a variety of stakeholders to ensure the effective implementation of projects or training.
- Able to manage a busy workload and conflicting priorities ensuring service delivery.