

## **Employment and Training Officer Job Profile**

Job Title: Work Experience Co-ordinator

Job Grade: Level 3 Zone 1

### **About Camden**

'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 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. Here's where you can help decide a better future for us all.

### **About the role**

The postholder will be responsible for developing our local work experience offer both within the Council and with local organisations. You will work with a wide range of Council managers and employers to create opportunities, providing a means for residents to develop the necessary employability skills and experience to enter a competitive labour market. This work will support the delivery of the Camden Young Talent Guarantee, our commitment to connect young people in Camden to the support needed to access employment opportunities.

You will design work placement procedures and guidance based on best practice, establishing and maintaining good working relationships with work placement providers. You will work closely with colleagues in the Good Work Camden team to enable candidates to access and maintain placements, providing a coordinated approach to their onward progression.

The post will involve working closely with Good Work Camden staff, HR, Connexions, Camden Learning and other Council departments including potential host teams for work experience placements. You will also work with local employers across all sectors, and Camden Council suppliers, with a particular focus on those with social value obligations relating to work experience.

### **About you**

The ideal candidate will demonstrate the ability to establish and maintain excellent working relationships with employers to create, promote and fill well-structured opportunities for local people.

You will need to have experience of working with employers and residents to support recruitment and/or placement-related selection processes.

You will need to have experience in supporting residents to enter the labour market or access training provision.

You will be able to demonstrate your ability to develop recruitment/placement-related procedures and guidance that align with the needs of both employers and candidates.

You will be able to demonstrate the ability to maintain effective monitoring and reporting systems.

You will have knowledge of key stakeholders supporting disadvantaged people and high achievers and an understanding of the factors impacting on their ability to access employment, including apprenticeships.

You will have the ability to manage and successfully deliver a large and busy workload by prioritising, working efficiently and effectively, communicating with managers and keeping track of various commitments and deadlines.

You will have the ability to communicate effectively both orally and in writing including the ability to prepare and present reports and presentations.

The ideal candidate will have the ability to offer careers counselling to job seekers, advising on best routes to employment and training, when required. You will need to demonstrate the ability to support new entrants through transition period from unemployment to employment.

A level 3 IAG (Information Advice and Guidance qualification) or higher would be advantageous, as well as the ability to demonstrate experience in the delivery of training, advice/guidance, particularly with people facing disadvantages.

You will demonstrate the ability to prioritise, set and achieve own goals and work without direct supervision.

You will need to have experience of promoting and maintaining productive relations with a variety of individuals and organisations such as the community, contractors, partner agencies, other departments, voluntary groups and the private sector to ensure the effective implementation of projects or training.

You will have the ability to attend occasional evening and weekend meetings as necessary.

### **Work Environment:**

The post holder must have a flexible approach to work

The post holder will have to meet several reporting deadlines on a monthly and quarterly basis

The post holder must have effective monitoring systems in place to meet the funders requirements.

The post holder may be required to work the occasional evening and weekend

### **People Management Responsibilities:**

None

### **Relationships:**

Significant working relationships include:

To build good working relationships with stakeholders (e.g. Good Work Camden colleagues, Job Centre Plus, Connexions, employers, local providers and referral agencies) to support service users into work placement opportunities and where possible/relevant, sustainable employment. To make strategic and operational links with all relevant agencies and providers in Camden and across London where appropriate to help Camden residents

gain access to opportunities and continually improve the service. To ensure all relevant HR paperwork is completed and processed for internal and external work placement starts, and participants understand their work commitments, rights and responsibilities within the organisation where they are placed.

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk.

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't. At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.