

Job Profile - Employment Support Project Officer (Good Work Camden)

Job Title: Employment Support Project Officer

Job Grade: Level 4 Zone 2

Salary Range £45,042 - £51,870

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.

Introduction:

We want everyone in Camden to lead good lives – and we know that being in good work is key to that. We want Camden residents to be in work that makes use of and develops their skills, gives them a sense of purpose and contribution, and pays them a good wage – in order for them to lead the lives they want to lead.

Too many Camden residents struggle to get into good work and the implications of COVID-19 on our labour market is making finding and sustaining good work even more complex. Through Good Work Camden, Camden Council is making a significant investment to expand the quality and reach of the borough's employment support provision.

As well as investing in additional employment support within the borough, Good Work Camden is investing in a programme of activity to upskill, better integrate and build a shared identity for the borough's existing employment and training support services, collectively known as Camden's Employment and Skills Network (ESN). The ESN is a group of around 30 local partners, including Camden Council's employment support services, local colleges, training providers and a range of charities, that all play a fundamental role in supporting Camden residents as they prepare for, find and sustain employment.

We are seeking a strategic, adaptable and collaborative person to design and deliver that programme of support for our ESN to ensure that Camden residents have access to accessible and consistently high quality employment support.

About you

To be considered for this post, you should possess, and be able to demonstrate, all of the following:

- **You are relational:** To support effective referral arrangements between Camden Council's employment support services and other local employment and skills services by being an expert in the offer and the specialisms of partner services
- **You are organised:** Support the development and delivery of the Council's work to ensure a more inclusive economy by developing and managing our strategic relationships with local employment and skills partners

- **You are comfortable with data:** To support Employment and Skills Network partners to respond to labour market challenges by sharing data, insights and regular communications, and coordinating the collection and analysis of data to inform local priorities around employment and skills
- **You want to grow:** Desire for professional development with a commitment to participate in appropriate training.
- **You build great relationships:** excellent communication and interpersonal skills and are effective in working with employers, local employment and skills partners and residents, as well as effective at maintaining records of engagement.
- **You are comfortable with supporting partners to build capacity and capability:** To work with Employment and Skills Network members to identify training, capability building and professional development needs and opportunities that will improve the resident experience of the local system of support
- **You are pro-active:** To support work to promote the services within the Employment and Skills Network to encourage local people to access support, and support effective referral arrangements between Camden Council's employment support services and other local employment and skills services by being an expert in the offer and the specialisms of partner services
- **You are flexible in your approach:** Work flexibly to support the Inclusive Economy Service to design and deliver key projects around employment, skills and business engagement as part of the Good Work Camden programme.

People Management Responsibilities:

- The role does not have any direct line management responsibility

Relationships:

- This role reports to the Employment Strategy Manager
- You will work closely with employment support partners, Good Work Brokerage Advisors, Job Hub Lead and Job Hub Advisors to identify good work and other opportunities for Camden residents
- You will build strong relationships with employers, council services, external partners and residents

Work Environment:

- Frequent co-location with other service(s) across the borough
- Regular time spent at 5 Pancras Square

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 Ethnic Marginalised groups those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for further information on our commitment.

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). 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 or post to 5 Pancras Square, London, N1C 4AG.