



# Employer Engagement Officer

**Job Title:** Employer Engagement / Retention Specialist  
**Location:** The Cellar Trust, Fairfield Road, Shipley, BD18 4QP/ homeworking (see page 3)  
**Responsible to:** Michelle Rhodes, Pathways to Employment Lead  
**Hours of work:** Full-time (37.5 hours)  
**Salary:** £22,181 per annum  
**Contract:** Permanent  
**Holiday allowance:** 25 days per year plus bank holidays  
**Informal enquiries:** Michelle Rhodes, Pathways to Employment Lead:  
[michelle.rhodes@thecellartrust.org](mailto:michelle.rhodes@thecellartrust.org)  
**Applications to:** Stephen Whiting (HR Administration): [stephen.whiting@thecellartrust.org](mailto:stephen.whiting@thecellartrust.org)  
**Closing Date:** Tuesday 1<sup>st</sup> December 2020  
**Interview Date:** Monday 7<sup>th</sup> December 2020

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## **General**

The Cellar Trust is an equal opportunities employer and applications are welcome from all sections of the community, particularly BAME and LGBTQ communities who are underrepresented within the organisation.

**Please note that CVs will not be accepted and applicants must use the Experience section of the application form to state how they meet all of the essential criteria in the person specification.** The application form and related forms can be found on our website: <https://www.thecellartrust.org/about-the-cellar-trust/working-for-us>

We are a Disability Confident employer, and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

If you would like a copy of the application form and related documents in another format, such as a paper copy, please contact Stephen Whiting ([stephen.whiting@thecellartrust.org](mailto:stephen.whiting@thecellartrust.org)).

Only applicants invited to interview will be informed – if you have not been contacted within two weeks of the closing date then you have not been shortlisted. Feedback will only be given to applicants who are unsuccessful at interview stage.

The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check.

## **Job Purpose**

We are looking for an Employer Engagement / Retention specialist, who is passionate about mental health, for a new and exciting role at The Cellar Trust.

The purpose of the role is to identify and engage with employers who can offering work placements and employment opportunities, which match the skills, experiences and aspirations of our service users. To work with service users struggling with their mental health at work, retain their employment.

The Employer Engagement / Retention Specialist will ensure that they continually identify and build relationships with schools and employers, providing support to service users and education professionals. The role will also include offering advice about employability for service users and ensure that all activities are matched appropriately with individual needs.

The post holder will also add additional value to the team by helping to develop ways to support service users' personal development and transition to further education and employment.

### **Role responsibilities**

- To effectively seek out employers who are willing provide work experience placements and employment opportunities (which match the service user's skills, experience and aspirations);
- To develop professional, long-lasting and mutually beneficial relationships with employers;
- To work collaboratively with the Pathways to Employment Lead to identify new opportunities and to confidently, and successfully, identify areas where The Cellar Trust services may be of interest to employers and corporate partners;
- To establish, develop, and maintain an in-depth knowledge of local labour markets, issues affecting service users, government policy and to share with others within the team;
- To confidently, and professionally, promote The Cellar Trust services by representing the organization at appropriate events and presenting aims and objectives to potential employers, which in turn would increase the awareness of the services offered by the organization;
- Offer ongoing employer support, including other services of The Cellar Trust, in the form of planning for future placement requirements with a view to retaining, and developing, the employer;
- The post holder will support service users with their workplace wellbeing and mediate with employer enabling them to retain their employment;
- The post holder will have basic knowledge of the Equality Act 2010 with regards to mental health;
- The post holder will support the Team Lead and deputies in their absence when necessary.
- To develop and maintain an effective process for monitoring and evaluating the success of the project, including monitoring the employer database;
- To provide reports to the Senior Leadership Team on a monthly basis to review performance and present updates at regular project meetings;
- To participate in training and undertake appropriate learning and development, as identified through regular appraisal and reviews with line manager;
- Utilising a current network of contacts within the West Yorkshire business sector, and through cold-calling potential new referrals to create an ongoing forecast for delivery;
- The post holder will work within all policies, procedures and budgets set by The Cellar Trust;
- The post holder will act at all times in the best interest of The Cellar Trust;
- The post holder will form effective working relationships with all staff members, volunteers and outside organisations as appropriate;
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health & Safety in the workplace are adhered to at all times;
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act;
- The post holder will not disclose to an unauthorized person any confidential information acquired through official duties unless they have received official permission to do so.

**The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and job rank of the post.**

## **Job Location – COVID-19**

Due to the COVID-19 pandemic The Cellar Trust office is currently closed and all staff are working from home with most services and functions continuing as normal. We are unclear at this stage when we will be able to resume normal operations and have staff on site. Therefore, it is likely you will be required to work from home for the start of your contract. This will include having a virtual induction and training via telephone, email and video calls. We will work towards getting our staff back in to the office as soon as we can, however we cannot predict when that will be. Therefore, you will need to have a suitable space to work at home, with access to the internet and the ability to make confidential calls and attend virtual meetings. You will be provided with all equipment necessary to do this.

### **Accountability**

- Responsible to the Pathways to Employment Lead.

### **Person specification**

All aspects of the person specification will be assessed through the application form with additional questions at interview stage. Please ensure that all of the criteria is addressed in your personal statement with examples/evidence for each aspect of the role.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	Educated to degree level or possess a relevant qualification or appropriate experience in a directly related post.	Lived Experience
<b>EXPERIENCE</b>	Experience of working directly with mental health service users to support their personal development.	Experience of working directly with mental health service users.
	Experience of employer engagement and relevant account management.	Experience of working in the welfare to work/education/recruitment sector and clear knowledge of the Government policy relating to employment and people with mental health problems.
	Experience of negotiating paid work placements/employment opportunities for people with mental health problems, including additional benefits such as salaries during placements.	
<b>SKILLS</b>	Ability to get on with and motivate mental health service users of all ages.	Excellent communication and interpersonal skills with the ability to communicate at all levels.
	Excellent project management skills from inception to evaluation.	Ability to work as part of a team and using own initiative.
	Strong writing and project reporting skills.	A high degree of accuracy and attention to detail.
	Strong negotiating skills and account management experience.	
	Ability to multi-task, work calmly under pressure, and meet tight deadlines.	
	Highly motivated, positive, and solution-focussed.	

	Good level of computer literacy, including databases.	
<b>PERSONAL ATTRIBUTES</b>	Commitment to working in line with and championing The Cellar Trust values.	
	Self-motivated with the ability to work independently.	
	Demonstrable commitment to continuous professional development.	
	Flexible approach.	
	Energy, enthusiasm and commitment.	
	Ability to maintain a healthy work/ life balance.	
	Passionate about mental health and improving the wellbeing of people in the district.	
<b>OTHER</b>	Ability to work occasional weekends/evenings.	
	Willing and able to travel to a range of locations.	