

Job description

Employer Engagement Officer

- Grade: PO2
- Reports to: Senior Programme Manager, LIFT
- Direct reports: None
- Your team: LIFT
- Service area: Inclusive Economy
- Directorate: Community Wealth Building

Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

- Colleagues whose activities are a mix of remotely and periodic onsite work and/or meetings with third parties and businesses, going on site visits, and occasional resident engagement

This post requires a DBS check at the appropriate level (Basic)

This post is subject to the council's declaration of interest procedure

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

LIFT is a cross-borough programme working across Islington, Camden and Hackney to support residents from underrepresented backgrounds to access skills, employment and entrepreneurship opportunities in the knowledge economy, including digital, creative and life

sciences sectors. The Employer Engagement Officer builds relationships with employers and partners to broker job, apprenticeship and internship opportunities, shape inclusive recruitment practices, and contribute to the design of training and employment pathways aligned to employer demand.

Key responsibilities

- Build and manage strong, ongoing relationships with employers across LIFT priority sectors (digital, tech, creative and life sciences), including SMEs and larger corporates.
- Broker job, internship, apprenticeship and other entry-level opportunities that align with LIFT priority groups and programme targets.
- Work with employers to shape accessible, high-quality roles, embedding inclusive recruitment principles such as fair entry criteria, inclusive recruitment methods and clear progression routes.
- Work closely with delivery partners, training providers and employment teams across Islington, Camden and Hackney to align employer demand with existing training and talent pipelines.
- Contribute to the design and refinement of training and employment pathways that respond to employer needs and support sustained progression for participants.
- Coordinate activity across boroughs to ensure employer opportunities are consistently communicated, targeted and filled.
- Support the development and promotion of employer good practice around inclusive recruitment, onboarding and early retention.
- Contribute to LIFT employer engagement and learning activity, including employer roundtables, case studies, guidance, events and ambassador involvement.
- Encourage employers and programme participants to act as ambassadors at careers events, education settings and community engagement activity.
- Maintain accurate and up-to-date records of employer engagement, opportunities and outcomes using agreed systems.
- Monitor the quality and effectiveness of employer-brokered opportunities, using learning and feedback to improve delivery.
- Contribute to programme performance reporting and ensure compliance with council policies and relevant legislation, including data protection, safeguarding and health and safety.
- Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable –
1	Strong track record in building relationships, networks and achieving results within a brokerage setting, ideally of employment and apprenticeship opportunities	Essential
2	Experience of working with employers and training providers to create pathways into employment, including apprenticeships, traineeships, internships and/or work placements	Essential
3	Significant knowledge of at least one of the knowledge economy sectors focused on by this programme, as well as understanding of the London labour market	Essential
4	Ability to develop strong working relationships , formal and informal partnership working with a variety of individuals and organisations from the commercial, statutory, voluntary and community sectors in order to achieve sustainable outcomes	Essential
5	Knowledge of the appropriate ways to handle and process client information including sharing information about clients with other professionals.	Essential
6	Understanding of the business drivers for large business, SME and start ups and the ability to flex their approach to respond to these different employers needs	Essential
7	Knowledge of local government functions, structures, decision-making processes and partner/stakeholder relationships.	Desirable
8	Possession of effective personal organisation skills and the ability to plan and manage own work load, achieve agreed targets and objectives and relevant outcomes as well as meet the administrative demands of the post	Essential

9	Comprehensive knowledge of how work-based learning offers are implemented within the workplace, including knowledge of apprenticeships	Essential
10	Excellent IT skills to include experience with Microsoft Office, database systems, excel, outlook office diary and e-mail systems and the ability to research information on the internet.	Essential
11	Aware of and able to demonstrate a commitment to Equal Opportunities and work to promote Equality of Opportunity in their work to remove barriers for specific groups of local residents	Essential
12	Ability to work flexible hours including some evenings and weekends	Essential

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.