

## Role profile – Education & Employment Coordinator

- **Location:** Number 1 Riverside (hybrid)
- **Salary:** Grade 8 £38,223 to £44,428 per annum
- **Temp Post:** 18 months **Hours:** 37
- **Annual Leave:** minimum 26 days holiday increasing with service
- **Benefits:**
  - Parking permit available
  - Flexible working hours
  - Discounted Gym membership
  - Staff Groups, including Gardening, Menopause Café & Crafting
  - Workplace Wellbeing initiatives
  - Lifestyle savings platform (Vivup)
  - Local Government Pension

## Succeed at Rochdale

- Support to thrive and develop your career
- Progression opportunities including links with GMCA
- Culture of learning & development
- Ambitious plans for the future
- Wellbeing support
- Best Corporate Workplace in the UK
- Located at the Heart of Riverside surrounded by shops, cafes, bars & leisure facilities
- Fabulous public transport links

## Overview

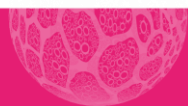
- Support the development of UKSPF programmes to increase engagement in skills and employment
- Support programmes to integrate with the wider work and skills landscape
- Work closely with colleagues in children's services and support commissioned programmes that are working with NEET young people including those with cared for experiences
- Act as a single point of contact, for UKSPF activity with GMCA
- Work closely with services and organisations that can support people with the wider determinants and environmental factors, such as housing, to support people to move closer to the labour market

## Purpose

To support the education, skills and work agenda across the Children's and Economy directorates, with a focus on supporting provision funded through UK Shared Prosperity (People and Skills). Supporting commissioned provision aimed at NEET young people and adults making sure outcomes and the needs of residents are met as well as linking in additional support, identifying gaps in provision and progression opportunities. The role will work closely with the Greater Manchester Combined Authority (GMCA), in particular the UKSPF performance team.

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## Person specification



## Assessed via Application Form

### Skills, Experience & Knowledge

1. Degree or equivalent qualification and/or evidence of work experience to a similar standard	6. Excellent ICT skills and experience of preparing and presenting data and information in complex reports, and summarising key concepts
2. Experience of working with employment and training programmes including contract management, and, or commissioning, to make sure provision meets the needs of priority groups	7. Experience of advising and supporting, commissioned employment and skills programmes on a variety of issues
3. Experience of developing local partnerships between the public, private and community/voluntary sectors to increase opportunities for skills and employment joint working	8. A proven ability to develop and maintain constructive and effective working relationships with senior managers, colleagues, partners and representatives from other agencies.
4. An understanding of some of the issues and challenges that young people and adults are experiencing and how this is impacting on them	9. Up to date knowledge of the skills and employment landscape including pre and post 18 provision
5. Ability to establish positive relationships with a wide range of stakeholders and influence decision making to support improved skills and employment outcomes	

### Values

#### Pioneering, Passionate & Proud

Please provide an example of a time when you were Proud of a piece of work you were involved in

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## Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

### Skills and experience

### How assessed (A, I, P Assessment, Interview, Presentation)

1. Experience of co-case management with partner organisations of individuals with complex needs
2. Experience of monitoring, evaluation and reporting project performance
3. Strong influencing, negotiation and persuasion skills
4. Strong presentation skills adapting to a range of audiences
5. Ability to prepare and present written documentation
6. Experience of coaching and motivating people to fulfill their potential
7. Strong planning, coordination, facilitation and organizational skills including the ability to work to tight deadlines and under pressure
8. Ability to approach the job at all times using the Council's values

Interview  
Assessment  
Interview  
Presentation  
Interview  
Interview  
Interview  
Interview

### Knowledge

8. An understanding of devolved powers supporting education employment and training including UK Shared Prosperity Funding
9. Knowledge on careers support and guidance for 16 – 18 year olds

Interview, Presentation  
Interview