**Leicestershire Cares**

**Job Description**

**Job Title: Business engagement officer**

**Job Purpose:** To support and encourage business across Leicester city, Leicestershire and Rutland to support work with disadvantaged young people.

**Reports to:** **CEO**

**Fixed term contract until 31st March 2020 salary Circa 23K**

**Background and brief description of project.**

**Our vision.**

An inclusive and safe Leicester, Leicestershire and Rutland where nobody is left behind, and all children and young people are supported to reach their full potential.

**Our mission.**

We broker partnerships and create opportunities across Leicester, Leicestershire and Rutland that enable the business sector to understand community needs, contribute to the growth of inclusive, safe communities and to support and inspire children and young people in their transition to the workplace.

**Our values.**

**We believe in partnership.**

We broker partnerships between business, local government, schools and community groups so they can share skills and knowledge to deliver lasting positive change for disadvantaged groups and individuals.

**We believe in the power of employee volunteering.**

We believe that employee volunteering enables volunteers, community groups and individuals to develop skills and understanding and is a highly effective way of strengthening communities and increasing employee engagement.

**We focus on impact.**

We focus on impact and ensuring the work we carry out delivers meaningful and lasting positive change.

**We are inspiring.**

We inspire people and orginisations to identify their aspirations and to reach their full potential by thinking creatively and testing innovative approaches.

**We are Inclusive.**

We seek to learn from the rich cultural diversity of Leicester, Leicestershire and Rutland and to build cohesion across community groups and to remove barriers to people’s participation.

**We are committed to learning and development.**

We continually review the community need and are agile enough to adapt and improve the services we offer to work in a mutually beneficial way with relevant organisations.

Leicestershire Cares is an award winning, vibrant, results-orientated local charity that works in partnership with community groups, business and local government to tackle exclusion and poverty. We have over a decade’s worth of experience of working with ex-offenders, probation services and community groups to place ex-offenders in work placements with a variety of businesses. <https://www.leicestershirecares.co.uk/get-help/individuals/ex-offenders/>

The OPCC have now asked us to work with young offenders aged 18 to 25 on a time limited project until March 2020. The focus of the project will be supporting these YP to enter employment, education or training. We are aware that there is much cross over between this groups and other young people we work with who are looked after, homeless or NEET. The postholder will seek to work to encourage businesses across the city and county to support this project by for example offering work placements, employability training, coaching, mentoring and work tours.

***Main Responsibilities:***

**Business engagement**

Proactively seek to engage new businesses to support the work of this project and Leicestershire Cares.

Proactively build relationships with businesses we currently work with to persuade them to offer support to ex offenders.

Develop and distribute PR materials both in social media/E and paper formats to business community.

As and when required make presentations on the work of the project.

Liaise with Wider team to share “opportunities” arising and to keep them informed of “how” businesses would like to support our work.

Identify and attend networks where you can promote our work and attract new businesses to support it.

Persuade businesses to become members of Leicestershire cares.

**Work with young people**

Spend approx. 15/20% of working week with the young people we work with so you develop a good understanding of the issues they face.

Seek to involve the young people in promoting the work of the project and persuading business to support it.

**Administration and finance**

Ensure all internal and external administration and record keeping requirements are implemented across the project and are compliant with GDPR requirements.

Work with finance staff to ensure all financial reporting requirements are understood and implemented across your work

**Planning, monitoring, evaluation, reporting and PR**

Ensure a relevant workplan with key performance indicators is developed and updated on a monthly basis. This will involve analysing what is working, what is not and what action needs to be taken.

Ensure donor reporting and record keeping requirements are understood adhered to and all deadlines are met.

As required attend and feed into donor practice sharing and learning events.

Provide updates that include “hard” and soft data, this will include case studies.

Be able to share learning arising from the work of the project to a wide range of audiences in a creative range of formats such as written reports, one page success stories, web blogs, **regular tweets,** presentations group and one to one meeting.

Provide an annual report.

As and when required provide briefings for the board

**General**

Work constructively as part of the Leicestershire Cares team participating in team meetings, sharing relevant learning as required and collaborating on joint tasks as and when required.

Understand and implement all relevant Leicestershire Cares. admin, finance, HR, logistics, equal opportunities, health and safety and safeguarding policies.

As and when required take on additional duties and/or cover for colleagues as directed by line manager or CEO.

**Person Specification**

**Essential:**

A confident and outgoing manner and the ability to network effectively.

Excellent verbal and written communication skills and ability to produce PR materials.

Experience of working with or within the business /CSR/PR sector

**An entrepreneurial approach to development and the ability to work with and engage businesses in the work of the project and to persuade them to offer support to young ex-offenders.**

Strong proven commitment to promoting equality and diversity in work and proven ability to work with culturally diverse groups.

Ability to organise and plan own work with minimal supervision, being able to “juggle” competing demands, set work plans, meet deadlines, produce timely reports and monitor and evaluate impact .

A “can do” flexible, problem solving attitude and willingness if/when required to work occasional evening or weekend.

Emotional resilience to cope with the stresses and strains caused by working with at risk/disadvantaged/vulnerable groups.

Ambition to grow and diversify the project and willingness to work with Leicestershire Cares staff to identify and win new resources for the project.

Strong commitment to ongoing reflection and learning.

A team player, who is willing to reflect, learn, share and if required challenge.

Confident IT user at ease with Microsoft packages and social media.

Full driving licence and use of car. Mileage reimbursed at 45Pper mile

**Desirable**

An understanding of the many complex and overlapping issues that lead to disadvantage discrimination and exclusion of ex offenders from the workplace

A relevant professional qualification.