

**JOB DESCRIPTION: Employment Support Officer**

<b>Contract Type</b>	Fixed Term Contract
<b>Salary</b>	£22,672 - £29,120 per annum (pro rota), depending on experience
<b>Hours</b>	Part time - 30 hours per Week
<b>Initial Contract Length</b>	1 year with possibility of renewal
<b>Start Date</b>	2nd October 2023
<b>Holidays</b>	5.6 weeks (pro rota if part time)
<b>Location</b>	Swansea Office, 222B High Street, SA1 1NW
<b>Reporting to</b>	Head of Service Delivery (supported by Chief of Staff)
<b>Probationary period</b>	3 Months

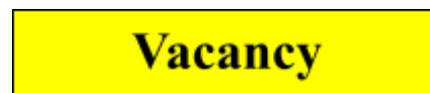
**Who we are**

Our **mission** is to tackle problems of inequality faced by migrants, breaking down barriers for them, and supporting them to become economically active, thrive and contribute fully to society.

Our work is rooted in our **core values** of Social Justice, Co-production, Innovation, Empowerment, Climate Justice & Sustainability.

**Why work for us?**

1. **Inclusive Culture:** A supportive workplace that celebrates diversity
2. **Competitive Salary:** We ensure our pay scales reflect market rates or better.
3. **Pension Scheme:** Contributory pension plan to secure your future.
4. **Continuous Learning:** Access to workshops and courses to sharpen skills and knowledge.
5. **Flexible Work Hours:** Promoting a balanced lifestyle.
6. **Remote Work:** Flexibility to work from home or other remote locations when necessary.
7. **Healthcare:** Comprehensive medical insurance coverage.
8. **Mental Health Support:** Access to counselling services and mental wellbeing workshops.



## **Role Purpose**

The Employment Support Officer is a pivotal role positioned to provide specific expertise in green skills and jobs, digital literacy as well as wider entrepreneurship and employment support to migrants in Swansea. The ESO is tasked with advancing the mission of aiding migrants in Swansea in their career pursuits, especially within green industries. Addressing barriers faced by migrants and leveraging the unique opportunities within the green and digital sectors, the ESO ensures that beneficiaries are well-prepared and positioned for the evolving job market.

## **Main Duties and Responsibilities**

### **1. Employment and Entrepreneurship Support:**

- a. Facilitate personalised one-to-one support and group activities focusing on professional development, language proficiency, and overall wellbeing.
- b. Facilitate bespoke employability support for job searching, CV writing, and interview preparations tailored to the green sector and the wider job market.
- c. Facilitate digital literacy and digital skills development support.
- d. Connect beneficiaries with skilled employment opportunities, encouraging work experience through volunteering.
- e. Provide bespoke entrepreneurial support to beneficiaries, with considerations of sustainability.
- f. Collaborate with project teams to integrate green skills training within the larger employability support structure.
- g. Work in tandem with the wider team, ensuring that beneficiaries also have access to holistic support.

### **2. Green Skills Development:**

- a. Identify beneficiaries skills gaps and provide 1-1 and group support to address these.
- b. Conduct carbon literacy support sessions and introduce beneficiaries to green job opportunities.
- c. Coordinate and support participants through mainstream courses in fields such as renewable energy, sustainable agriculture, green construction, and sustainable transportation.
- d. Assist in the creation, curation of digital resources tailored for green skills training and employment and assist beneficiaries accessing these.
- e. Stay updated with the latest trends and demands in green industries to align training with market needs.



**3. Partnership and Networking:**

- a. Work closely with key project partners like local authorities, educational institutions, and third-sector organisations to reinforce support.

**4. Project Administration:**

- a. Manage the weekly schedule ensuring delivery of employability, wellbeing, digital skills, and green skills sessions.
- b. Monitor project outputs and outcomes against set targets, maintaining records and data.
- c. Compile monthly reports detailing the progress of the project.
- d. Document case studies and gather testimonials to showcase the success and impact of the support.
- e. Support the broader project team in the development of an e-learning platform, modules are comprehensive and beneficial.
- f. Communicate effectively with stakeholders and partners to ensure timely and accurate information dissemination.
- g. Ensure all personal data, discussions, and interactions are kept confidential and in line with data protection regulations.

**5. Participation and Promotion:**

- a. Represent the green skills agenda at events, fostering connections between beneficiaries and potential green sector employers.
- b. Actively publicise the project both online and offline.
- c. Maintain an engaged presence on social media platforms to showcase and amplify our initiatives.

*Note: This list is not exhaustive, and the role may evolve in response to the nature of our mission and services.*



## Person Specification

At The CAE, our strength lies in the unity and dedication of our personnel - a collective of passionate professionals dedicated to realising our vision and representing the organisation in every capacity. As we journey forward, we seek to nurture and invest in individuals who embody our core beliefs, values, and aspirations, with a keen emphasis on a growth mindset, character, and perspective.

The ideal candidate will possess the following attributes:

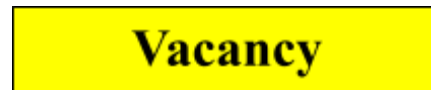
1. **Commitment to Social Justice:** Has a profound sense of social responsibility and unwavering dedication to fostering equality and fairness.
2. **Aligned Mission Values:** Beyond job requirements, resonates with the significance of CAE's mission, viewing it as a catalyst for societal change.
3. **Growth and Learning Attitude:** Holds a mindset that values continuous learning and self-improvement, taking on challenges as avenues for personal and professional growth, with a long-term vision.
4. **Ambitious Drive:** Exhibits a strong ambition, always aiming higher and setting challenging goals, but balances ambition with humility and integrity.
5. **Unique Character and Perspective:** Brings a distinct character and perspective to the table, enriching our collective understanding and approach.
6. **Team Player with Initiative:** Exhibits a blend of exemplary teamwork skills paired with a self-starter attitude, always eager to contribute proactively.
7. **Detail-Oriented:** Consistently showcases meticulous attention to detail, ensuring all tasks are executed with precision and high conscientiousness.
8. **Strategic & Innovative Thinker:** Capable of strategic foresight, adept at interlinking various components seamlessly and is always on the lookout for innovative methods to achieve set objectives.
9. **Passionate:** Radiates genuine passion and fervour for the tasks and projects at hand, pushing boundaries and setting new standards.
10. **Commitment:** Prioritises the role's responsibilities, displaying unwavering dedication and ensuring that the organisation's needs are consistently met.



**Vacancy**

**Qualifications and Experience**

Description		Desirable	Essential
1	Educated to a minimum of <a href="#">Level 3</a> .		x
2	Experience in the social support sector or public sector.	x	
3	Understanding of the unique challenges faced by migrants, especially in terms of employability and integration.	x	
4	Proficiency in digital tools and platforms, including social media.		x
5	Fluent in English. Proficiency in other languages prevalent in Swansea's migrant community is a bonus.		x



**How to Apply:**

Interested candidates are requested to apply using our online application form.

This is either through:

[Google Forms](#) or [Download and Complete this Word Document](#) and email it to [joinourteam@caentr.org](mailto:joinourteam@caentr.org).

Please detail your interest in the role, relevant experience, and how you align with CAE's mission and values.

If you would like to chat before applying, please contact Kim - [kim.m@caentr.org](mailto:kim.m@caentr.org)

*The CAE is an equal opportunity employer and is committed to ensuring representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, ethnicity, age, neurodiversity, disability status, or any other aspect which makes them unique. We believe that these differences bring about a breadth of perspective and experience which adds value to our core mission, hence we encourage everyone to apply.*

**Timelines:**

<b>Application Deadline</b>	14th September 2023
<b>Interview Dates</b>	25th - 28th September 2023
<b>Expected Start Date</b>	2nd October 2023