

Role: Employer Engagement Manager

Location: Based in Preston, Lancashire with potential for national travel.

Salary: Up to £32,000 dependant upon experience.

About Recycling Lives (Social Enterprises) Ltd

Recycling Lives Social Enterprises (RLSE) is a national leader in the criminal justice sector, delivering rehabilitation and residential programmes to reduce reoffending and homelessness. We work with individuals with histories of offending, substance misuse, mental illness, homelessness, and long-term unemployment. We deliver structured, supportive programmes to allow participants to overcome personal problems and develop skills, confidence, and resilience to move into work and stable housing. We also run a community café in Preston and are responsible for the operation of the FareShare Regional Centre for Lancashire and Cumbria, redistributing surplus food to communities in need throughout the region.

The Role: To work within our Release Potential team overseeing the employment team which consists of this role and a recruitment resourcer. Working collaboratively to generate new employment opportunities for our participants with a variation of employers and maintaining these relationships. Continually striving to get the best outcome for participants enrolled on any of our prison or community-based programmes. to provide advocacy, information, advice, and guidance to participants and enable them to secure employment.

Key Responsibilities:

- Working collaboratively with the recruitment resourcer to transform leads into successful working partnerships.
- Maintaining and continually monitoring relationships with internal and external stakeholders
- Connecting with candidates to understand their needs.
- Working with a diverse range of employers to implement new social value strategies, supporting with developments of new Talent Acquisition policies and procedures.
- Attend client meetings, networking events and other promotional events to grow partnerships.
- Source suitable employment opportunities nationwide for participants through a variety of methods including cold calling, referrals, job board advertisements, company website applications, company database, networking and social media.
- Liaise with Housing and Employability Coordinator's to screen and submit candidates to appropriate clients and manage the end-to-end recruitment process from requirement to placement.
- Be a first point of contact for both clients and participants and deal with any queries or issues that may arise.
- Manage candidates on our in-house CRM system, ensuring accurate records are kept up to date at all times.
- Accurately report back to senior management
- Administrative duties such as adding job descriptions, vacancies, work placements and contacts on to the CRM system.

- Arrange and coordinate interviews, meetings, and tours of establishments.
- Work with the wider RLSE team and provide crossover cover where necessary.
- Manage data securely and in line with legal and system requirements.
- Find ways to continuously improve service delivery and own performance.
- Any other duties required by senior management.

Person Specification:

Essential

- Excellent communication and people management skills including the ability to motivate and empower others.
- Ability to prioritise and organise your own workload and delegate tasks.
- Commercially focused and results driven.
- A keen social conscience and a desire to go the extra mile to help those in need.
- Confidence, resilience, flexibility and ability to work under pressure.
- Fluent user of ICT and the ability to work with new software as required.
- Working knowledge of the employability sector
- Flexible approach to work including willingness to travel and work occasional unsociable hours.
- Ability to adapt within a fast-paced, ever-changing work environment.
- The ability to maintain accurate records.

Desirable

- Understanding business' CSR responsibilities and social value agendas
- Previous experience working within a welfare setting.
- Has project management/administration experience.
- Working knowledge of the justice sector
- Relevant qualifications
- In date prison (NOMS) vetting
- Experience with bespoke CRM's such as Salesforce.
- Knowledge of the issues affecting individuals with multiple barriers to progressing to and sustaining employment

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Successful applicants will be subject to a 6-month probationary period and will have to undergo MOJ vetting procedures. Failure to pass this vetting will result in termination of the contract.

If you are interested in applying, please send your CV to Amanda@hbpeople.co.uk for a confidential discussion call 01704 891170