

JOB DESCRIPTION

Job Title:	Skills and Recruitment Consultant
Department:	Skills and Business
Location:	Office: Energy Zone, Newfield Drive, Blackburn, BB2 3UA
Reporting to:	Operations Director
Contract:	Fixed Term Contract December 2023
Hours:	5 days per week: 37.5 hours per/week
Salary & benefits:	£25,000 - £27,000 plus additional benefits including: 17.9% employer pension contribution 25 days holiday plus stats Health and Wellbeing package Annual team away break

JOB SUMMARY

This role will support the management and delivery of a project we are delivering on behalf of Lancashire County Council. This is part of a £1,000,000 investment to support the aerospace industry and the supply chain within, following the detrimental effects of the pandemic. The aim is to support and retain our highly skilled workforce within the industry and within Lancashire. We will be supporting business that may have staff at risk, supporting those individuals and helping business that are recruiting tap into this valuable workforce.

ACCOUNTABILITIES

- Working alongside the Operations Director and team to support the successful delivery of this contract
- Liaising with funding bodies, delivery partners and all other stakeholders including our mentor team
- Engaging with businesses across Lancashire within the aerospace and AEM (Advanced Engineering Manufacturing) sectors
- Identifying businesses that are recruiting or those that have staff at risk, within the sector
- Understanding and undertaking initial diagnostics with businesses to understand their needs, challenging and future objectives, accurately completing relevant paperwork
- Proactively promoting the programme aims and encourage businesses recruiting, to retain the highly skilled workforce that we may have engaged with, creating introductions and placing them into alternative employment
- Supporting at risk individuals with the development of bespoke learning plans, ongoing mentoring, skills workshops; CV writing, mock interviews, and introductions to other opportunities and provisions
- Collecting and tracking all relevant data to feedback on the overall sector and skills within
- Cross referring where necessary to other support providers and gaining an understanding of the business support landscape within Lancashire
- Ensuring that all contractual requirements are being met from the funder
- Arrange and participate in meetings, networking events, conferences and project team activities plus all marketing activities to raise awareness
- Working towards weekly and monthly targets to ensure that project targets and KPIs are being met
- Ensure that all documentation relating to a project is accurate, complete, current, and stored appropriately and to be available in formats as requested.
- Upload data and documents to the various CRM and funder software systems
- Help to identify new processes and efficient ways of working where relevant