



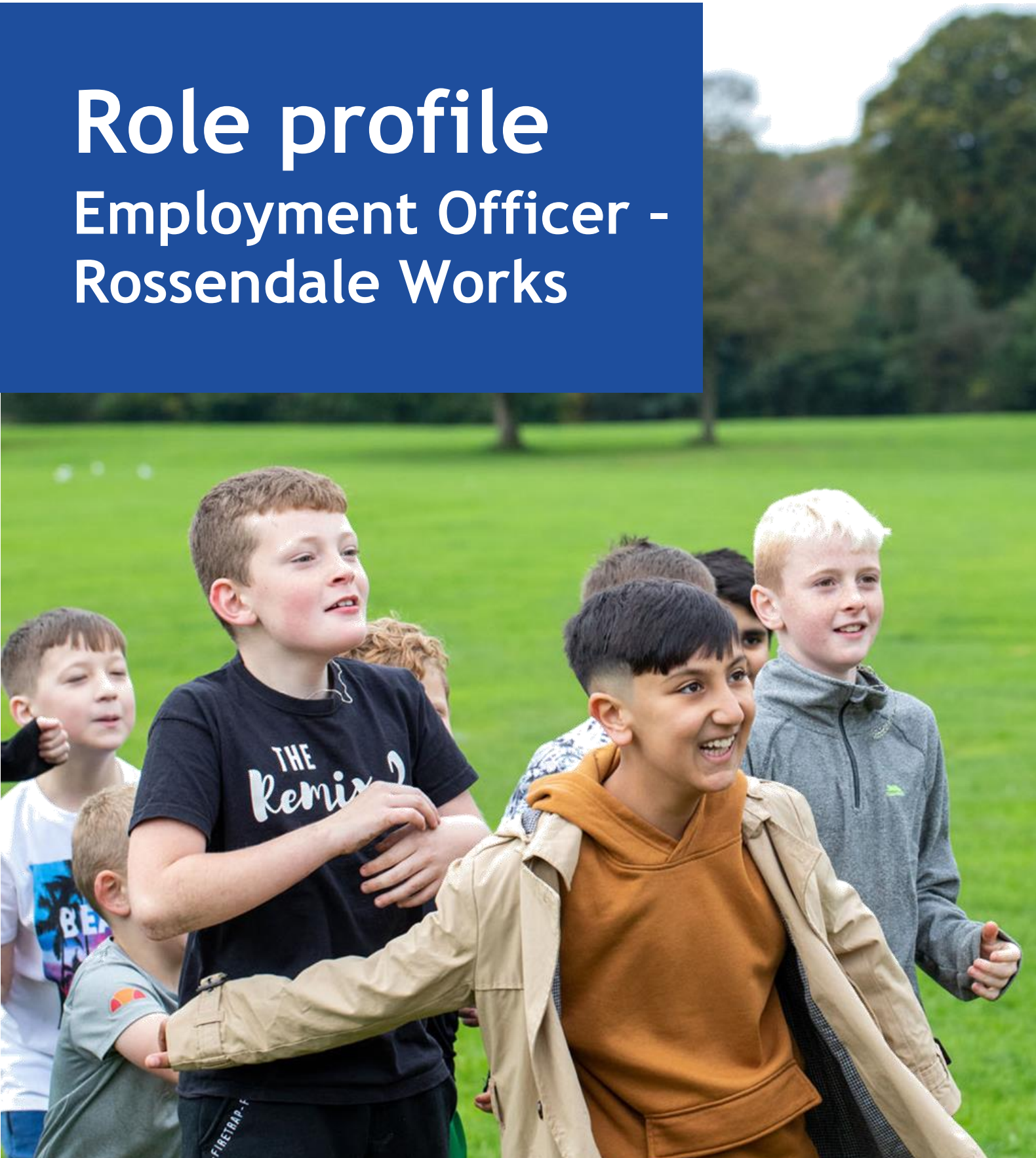
**European Union**  
European  
Social Fund



**Active  
Lancashire**  
SPORT / HEALTH / INSPIRE

# Role profile

## Employment Officer - Rossendale Works



# Role profile



European Union  
European  
Social Fund



## Post

Employment Officer

**Salary:** SCP 12-18

## Location

Rossendale Works - Rossendale , Lancashire

## Reporting to

Rossendale Works Project Lead

## Contract

Fixed Term until December 2023.

18.5 hours per week. Days/Times to be agreed Flexible

## Benefits

Flexible working hours; access to Company Pension Scheme; 33 days holiday (FTE) inclusive of Bank Holidays plus additional discretionary Christmas Leave and Wellbeing Day; regular wellbeing activities, wellbeing hour and team development activities; A commitment to professional development

## About Active Lancashire

Founded in 2000, Active Lancashire is the strategic lead for sport and physical activity in Lancashire. We are one of 43 Sport England led [Active Partnerships](#) that drive a sports and physically active delivery system across the country. Our role means that we engage partners, empower communities and enable individuals across the county so that they can reap the benefits of a more physically-active lifestyle.

Together with our partners, we achieve this by leading, facilitating and delivering [life-changing projects](#) and services across the county that tackle inequalities, transform communities and help people lead happier and more prosperous lives.

By joining our organisation, you will gain a better understanding of local communities and the issues they face, and how our partnership work tackles those issues. Your work will have a direct impact on our communities and bring positive change into people's lives.

## Our strategy - A Decade of Movement

In 2021, we launched our new strategy, marking an important moment in our history and an exciting moment for the future of Lancashire. 'A Decade of Movement' is based on the belief that every individual deserves to live an enjoyable and active lifestyle.

The links between increased levels of physical activity and improved health are well known and by getting more active, we know that individuals across the county can transform their lives. Our new strategy highlights that through our partner work and the delivery of our projects and services, we can use the power of physical activity to improve employment rates, decrease levels of deprivation and improve overall health in Lancashire.

We want to see a future where every person has access to, and benefits from a physically-active lifestyle. To learn more, we invite you to watch our strategy [video](#), or alternatively, you can download the summary document [here](#).



# Our values

Through living our values, we shape our own culture and influence those around us.

We believe in our values and will apply them every day in everything that we do from delivering our projects and services to our participants, engaging with our partners and stakeholders and working together as a team.

If you are applying for a job with Active Lancashire, you will be asked to demonstrate some of the Active Lancashire values and how they would apply in your everyday work. **You may want to think about work experience or volunteering you have done or experiences from your personal life such as helping friends or family.**

## Working Together



We drive partnerships and work collaboratively

## Everyone counts



We value, respect and appreciate every voice

## Forward Thinking



We are innovative, bold and strive to improve

## Influencing change



Inspire others to change behaviours and improve lives

## Passion



We are passionate about what we do and care how we do it

## People first



People are at heart of everything we do

# The role

The purpose of this role will be to proactively engage with Rossendale based employers to source job vacancies and work placements for participants on the Rossendale Works project. The role will require the successful candidate to also maintain contact with employers and participants who are on placement and to provide continuing support to ensure successful outcomes are achieved. A key part of the role will also be to communicate employment opportunities to team members within Rossendale Works team. Although employed by Active Lancashire the successful candidate will be required to work closely with the Rossendale Borough Council Economic Team to strengthen links between local businesses and the Rossendale Works project.

This position aims to support the delivery of the Rossendale Works project delivered in partnership with the European Social Fund, Department for Work and Pensions and Rossendale Borough Council. The post holder will be required to develop key links to provide opportunities & support for local people wanting to get into employment, training or education. The role will support the Project Lead, taking responsibility for maintaining and developing employer links, supporting and facilitating work placement opportunities and promoting Rossendale Works. It is essential that the post-holder works closely with the Project Lead and keeps their line manager well informed regarding all areas of responsibility. This post will also contribute towards promoting the project throughout Rossendale, thus contributing to increased number of outputs.

# Responsibilities

## Partnerships

- To link into other existing DWP supported employability projects, operating in Rossendale by signposting candidates as they move along their employment journey.

## Business engagement

- Create and maintain relationships with local employers/businesses

## Supporting local people into employment, training, education

- To organise volunteer/work experience placements in line with the above for candidates suited to their interests and needs and as part of a structured part of delivery.
- To source appropriate employment opportunities and promote them to participants of the Rossendale Works project.
- Mentoring during the initial phases of participants gaining sustainable employment to deal with any issues etc. and keep them in work.
- To identify employment skills gaps and training needs and support the project lead to source candidates and facilitate sector specific training to meet demand.

## Events & marketing

- Support the planning and delivery of employment events
- Outputs and outcomes are correctly captured and evidenced collected where required.
- Good practice and success stories and learning shared with marketing and the evaluation team



# Person specification

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

Selection criteria	Requirement
<b>Qualifications and training</b>	
<ul style="list-style-type: none"> <li>Grade C or 4 / Level 2 equivalent in Maths and English.</li> </ul>	D
<b>Experience</b>	
Experience of networking and developing links to external organisations.	E
Experience of working to achieve agreed outputs and outcomes	E
Experience of supporting those who are currently unemployed or looking to access training to enhance skills	D
Planning and delivery of events	D
Marketing /promotion eg social media, CANVA	D
<b>Skills, knowledge and attributes</b>	
Local knowledge of Rossendale and businesses	D
Adept organisational and interpersonal skills.	E
Able to work as part of a team.	E
Ability to meet agreed personal and team targets and deadlines.	E
A commitment to continuous self- development.	E
Excellent communication skills and sound knowledge of social media.	E
Level 2 or equivalent qualification in I.T	D
Valid driving licence /access to effective means of transport.	D
Ability to work a flexible working week	D



# Location

Rossendale, Lancashire.

## Application process

To apply, please submit a CV and cover letter (of not more than one page), explaining clearly why you are interested in the role and suited to it (based on the person specification), to [jobs@activelancashire.org.uk](mailto:jobs@activelancashire.org.uk) or apply via the website at [www.activelancashire.org.uk](http://www.activelancashire.org.uk).

If you would like an informal discussion about the role, please contact Paul Becouarn (Rossendale Works Project Lead) on 07732156060

**In addition, please provide the following information:**

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application or the selection process.

For information on how Active Lancashire processes your data, go to [Privacy Policy](#) | [Active Lancashire](#)

## Closing date

**Friday 25<sup>th</sup> November 5pm**

## First stage interviews

**Tuesday 6<sup>th</sup> December**

All successful candidates will have been contacted by 29<sup>th</sup> November. If you have not heard from us by this date, please assume your application has been unsuccessful.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment. We strive to ensure that our staff represent people from all backgrounds; this is not only the right thing to do but will ensure that we can achieve the best results for the communities that our organisation serves.

