

Sport 4 Life UK Job Description

Job Description	
Notes	1. This job description is non exhaustive 2. This job description excludes the 'Person Specification', which can be found in the relevant Job Pack (if required) 3. Job descriptions are 'living' documents
Job Title	Employer Partnerships Lead
Job Summary	The Employer Partnerships Lead will build and maintain relationships with employers to create employment, work placement and career development opportunities for young people supported by Sport 4 Life UK. Working closely with the Employability Services Manager, mentoring colleagues and external partners, the role will proactively engage employers, identify suitable vacancies and support young people to access employment opportunities. The postholder will contribute to agreed employer engagement and employment outcome targets, helping young people overcome barriers to employment and progress towards sustainable futures.
Accountability Areas	1. Employer Engagement & Relationships 2. Employment Opportunities & Job Matching 3. Performance, Administration & Compliance 4. Teamwork & Service Improvement
Duties & Responsibilities	1. Employer Engagement & Relationships
	1. Proactively contact and engage employers to identify employment, work placement and career development opportunities for young people. 2. Build and maintain positive working relationships with employers, understanding their recruitment needs and identifying opportunities to work together. 3. Maintain regular communication with existing employer contacts to identify new vacancies, recruitment activities and potential opportunities. 4. Attend employer meetings, recruitment events and networking opportunities to promote S4L's employability services and develop new contacts.
	2. Employment Opportunities & Job Matching
	1. Identify and share suitable vacancies, placements and recruitment opportunities with mentoring colleagues, taking account of young people's skills, interests and aspirations. 2. Support the coordination of employer recruitment activities, including interviews, workplace visits, recruitment events and work placements.

	3. Work with employers and mentoring colleagues to help address practical barriers to recruitment and support positive employment experiences. 4. Maintain appropriate contact with employers following recruitment or placement, working with mentoring colleagues to support employment retention and progression.
	3. Performance, Administration & Compliance
	1. Work towards agreed employer engagement and employment-related targets, contributing to the successful delivery of S4L's employability services. 2. Maintain accurate and up-to-date records of employer contacts, vacancies, activities and employment outcomes using S4L's systems. 3. Provide regular updates on employer engagement activity, available opportunities and progress against targets to the Employability Services Manager. 4. Follow S4L's safeguarding, data protection, equality and relevant contractual procedures, escalating concerns or issues where appropriate.
	4. Teamwork & Service Improvement
	1. Work collaboratively with mentoring colleagues to understand young people's employment needs and identify suitable opportunities. 2. Liaise with the Business Development team to share employer information, coordinate engagement activity and avoid duplication. 3. Gather feedback from employers and colleagues to identify ways to improve employer engagement, recruitment activities and employment opportunities. 4. Contribute ideas and practical improvements to strengthen employer relationships and support positive employment outcomes for young people.
General Duties	1. Uphold and reflect S4L's values 2. Analyse and reflect on personal performance 3. Work collaboratively with colleagues, stakeholders and partners to support the effective delivery of S4L's services. 4. Contribute to the development and improvement of employer engagement activities and working practices. 5. Complete basic administrative duties 6. Support the wider team and contribute to other organisational activities and priorities, as reasonably required. 7. Follow and promote the health, safety and welfare of yourself and others at work in line with S4L 8. Promote equal opportunities at all times in line with S4L's Equal Opportunities and Equality and Diversity policies
Scope of Authority	1. Accountable to the Employability Services Manager. 2. Responsible for day-to-day employer engagement activity and maintaining relationships with allocated employer contacts.

	3. Responsible for identifying and sharing employment opportunities and contributing to agreed employer engagement and employment outcome targets. 4. Responsible for maintaining accurate employer engagement records and following relevant organisational and contractual procedures. 5. No direct line management or delegated budgetary responsibility unless separately agreed in accordance with S4L's Scheme of Delegation.
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Person Specification

Essential Criteria

Experience

1. Experience of engaging with employers, businesses, customers or external stakeholders in a professional environment.
2. Experience of building and maintaining positive working relationships with a range of individuals or organisations.
3. Experience of working towards agreed targets or objectives.
4. Experience of working collaboratively with colleagues or external partners.
5. Experience of maintaining accurate records and using IT systems to support day-to-day work.

Knowledge & Skills

1. Good communication and interpersonal skills, with the confidence to approach employers and develop professional relationships.
2. Ability to identify opportunities and communicate effectively with employers and colleagues.
3. Good organisational and time management skills, with the ability to manage competing priorities.
4. Ability to work proactively, use initiative and follow through on agreed actions.
5. Good IT skills, including Microsoft Office and the ability to learn relevant organisational systems.
6. An understanding of the challenges young people may face when seeking employment, or a willingness to develop this knowledge.
7. Awareness of equality, confidentiality and safeguarding principles, or a willingness to undertake relevant training.

Personal Attributes

1. Commitment to Sport 4 Life UK's mission and values.
2. A positive, proactive and approachable manner.
3. Confidence and resilience when engaging with new employers and developing relationships.
4. A genuine commitment to helping young people access employment opportunities.
5. A collaborative and flexible approach to working with colleagues and external partners.
6. Willingness to learn, develop and contribute to continuous improvement.

Desirable Criteria

1. Previous experience in employer engagement, recruitment, employability support or business development.
2. Knowledge of the local labour market and employer networks across the West Midlands.
3. Experience of supporting young people or individuals facing barriers to employment.
4. Experience of identifying employment vacancies, work placements or recruitment opportunities.
5. Experience of working within a charity, education, employment support or publicly funded service.
6. Relevant qualification in employability, recruitment, careers guidance or a related field.