**Who we are?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support both young people and adults to learn, achieve and progress toward greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

The staff who work for TCHC are learner-centric and want to make a real difference to the people they work with, enabling them to improve their employment situation, some of whom will have had poor experiences of learning and employment in the past. Some may have complex lives and require signposting to other organisations who can help.

Staff are valued and recognised for the contribution they make towards the organisation’s vision and goals and the effective support they provide to the individuals we engage with. We have a strong belief that success is created together; one of the reasons why we are a great employer to work for.

***TCHC is a disability confident committed employer.***

**Who are we looking for?**

TCHC is looking for an Employer Services Consultant (ESC) to establish and maintain effective partnerships with employers, facilitating the successful placement and retention of our participants into sustainable employment.

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| --- | --- |
| **Job Title:** | Employer Services Consultant (ESC) |
| **Location:** | Aylesbury Office |
| **Working Hours:** | 8.30 am to 5.00 pm OR 9:00am to 5:30pm, Monday to Friday, 1-hour lunch, 37.5 hours per week |
| **Contract Type:** | Fixed July 2027 |
| **Reports to:** | Restart Performance Manager |
| **Salary:** | £33,000, plus Bonus |

**What are we looking for?**

**Qualifications / Skills required:**

**Essential:**

* Proven ability to build and maintain strong relationships with employers across sectors, managing accounts professionally and ensuring alignment with workforce development needs.
* Experience with effective recruitment techniques, such as personality-based interviews and work trials, to support job placements.
* Strong communication skills to convey opportunities to employment coaches and teams.
* Success in achieving KPIs related to job outcomes and employer satisfaction.
* In-depth knowledge of local labour markets and trends, with the ability to promote the social value of inclusive hiring.

**Desirable:**

* Experience in supported employment.
* Background in developing sector-specific training and managing employment-related projects.
* Strong negotiation skills for securing new opportunities and adapting roles to participant needs.
* Familiarity with account management systems and data accuracy.
* Adaptability to changing labour market conditions and an established network within industries.
* Knowledge of social value principles and how they impact community outcomes and employer partnerships.

**Main Tasks & Responsibilities**

* Engage with local employers to understand their recruitment needs and align these with the skills of our participants. Develop and maintain strong relationships to facilitate successful job placements and long-term partnerships.
* Work with national employers who have a presence in the local area to explore opportunities for participants. Build relationships with these employers to ensure they are aware of the local talent pool and the benefits of hiring our participants.
* Participate in local employment networks and chambers of commerce to build connections and stay informed about local labour market trends. Leverage these relationships to identify new employer partners and opportunities for participants.
* Work closely with Employment Coaches to understand participants' needs and aspirations.
* Share vacancy information, coordinate job placements, and ensure participants receive necessary support.
* Maintain regular communication to tailor job opportunities to participants' specific skills and goals.
* Arrange local employer meet and greet sessions / pre interview sessions within the office or at the employer’s premises for participants to attend.
* Deliver sector specific workshops with participants to share information on current vacancies and to assist with job applications.
* Contribute to team meetings with employment coaches and team managers as required.
* Produce accurate and timely reports on progress for monthly performance reviews with Restart Performance Manager
* Work to KPI and targets as set out by Restart Performance Manager

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances.

Furthermore, given the dynamic nature of our operational environment, it is crucial for individuals in these roles to demonstrate flexibility and a willingness to travel to different work locations. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**Rewards for your hard work**

For us here at TCHC reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holiday
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period after 1 year of service.
* When your birthday falls on a working day you will receive this day off at full pay.
* Sickness pay allowance after the probationary period.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1 paid by the company after the probationary period.
* Employee Assistance Programme to access help and support 24 hours a day every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years’ of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses

**How to Apply**

To apply please complete the application form online at: <https://tchc.net/apply-now/>