



Creating Possibilities
in East London

Training and Skills Development Lead

TERMS & CONDITIONS, JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Training and Skills Development Lead

Reports to: Programme Manager, Employment and Skills

Salary: £30,000 - £34,000 per annum

Hours: 35 hours per week

Annual Leave: 27 days per annum plus public holidays

Length of Contract: 12 month fixed term contract (extension subject to funding)

Location: East London Business Alliance
3rd Floor, City Reach
5 Greenwich View Place
London E14 9NN

About ELBA

The East London Business Alliance (ELBA) is a registered charity and non-profit agency that has been working to support the social and economic regeneration of east London for more than 30 years. ELBA works in partnership to build the capacity of local organisations through brokerage of business skills, resources and expertise. Its three focus areas are; Community development, Education and Employment. In the past year, ELBA helped place over 300 people into work in London through its award-winning Employment Works programme, delivered over 12,000 business volunteers into the community, and worked with over 300 local organisations in east London.

ELBA is currently an alliance of over 80 member organisations, including major City and Canary Wharf companies, public sector organisations, universities, regeneration agencies and registered social landlords. Organisations join and support the work and aspirations of ELBA by making an annual charitable contribution.

Employment and Skills Team

When ELBA's employment and skills programme was established in 2005, its mandate was simple; to engage our member companies in the local unemployment agenda and help disadvantaged people from East London into work. Since then, we have supported over 6, 000 people into work, thousands more have benefitted from work experience placements, internships, mentors and training.

Our approach to skills and employment embraces the many dimensions of people's lives and recognises the critical junctures disadvantaged communities face when considering aspirations, careers and employment.

ELBA's unique status as a private sector funded regeneration agency, lends itself perfectly to employment and skills agenda. Our membership base of over 80 employers provides access to their opportunities, supply chains and strong market knowledge; enabling us to galvanise and drive this crucial work forward. With over 30 years' experience of serving East London, our unrivalled independent position has allowed us to develop a reputation for being employer led in our ethos and commitment to quality and evidence of success.

Purpose of the job

This is an exciting new role to lead on the delivery of ELBA's responsible recruitment and retention work around key skills and progression. Utilising project management, relationship management and training delivery skills, the successful post holder will roll out a range of training interventions to support the skills development of those seeking to get into employment or progress in work.

Job Description

A: Development of the programme

- To work with subject matter experts to develop learning modules which focus on key employability skills for the jobs of today and tomorrow.
- To work with corporate employee volunteers to test the modules as they are developed, amend as necessary and prepare them for roll-out.
- To help develop the suite of training materials and resources that will enable delivery of the modules at scale.

B: Roll-Out of the programme

- Work with the ELBA team to identify corporate partners to engage employees onto the programme as volunteers
- Work with the ELBA team and community partners to identify beneficiaries for the programme
- Co-ordinate roll out and delivery across participating corporate partner and stakeholder organisations. Working with stakeholder organisations to agree logistics for delivery in the community.
- Alongside the Programme Manager and funders, oversee deliverables to ensure the project remains on track to meet/exceed all performance indicators.
- Record meeting and key contact data using CRM system.
- Coordinate and match corporate partner volunteers with training delivery date

C: Evaluation of the programme

- Work with corporate partners and evaluator on completion of evaluation paperwork by participating employees.
- Ensure all evaluation paperwork is updated and tracked on the relevant database
- Track and monitor participant progress, ensuring 85% completion rate of evaluation materials
- Work with the evaluator on providing performance reports as required by the project Funders, ELBA stakeholders and Corporate Partners, accurately, ensuring a full and clear audit trail that demonstrates thoroughness, accuracy and attention to detail.
- Proactively generate case studies, news articles, photos and social media content to promote the project in line with communication targets and protocols.

- To undertake any other appropriate responsibilities as required by ELBA including but not limited to wider volunteer brokerage, jobseeker engagement and employability skills support training.
- All ELBA staff are expected to contribute to positive relationship management with our business partners. You may also be asked in some instances to act as the lead relationship manager. Full training will be provided.

Person Specification

Personal characteristics	Essential	Desirable
An interest in workforce development / employee wellbeing and it's links to social mobility	<input type="checkbox"/>	
Highly organised with an ability to prioritise, work under pressure and deliver against set KPIs and to agreed deadlines	<input type="checkbox"/>	
A keen eye for detail with a focus on analysis and trends	<input type="checkbox"/>	
Able to move and adapt across ELBA interfaces - corporate, public and third sectors - with ease, possessing excellent interpersonal skills	<input type="checkbox"/>	
Excellent oral and written communication skills with the ability to articulate messages clearly and concisely in an engaging style consistent with ELBA's brand	<input type="checkbox"/>	
Adept at spotting opportunities for programme development and further funding		<input type="checkbox"/>
Experience	Essential	Desirable
A minimum of 2 years' experience in a project management or co-ordinator role, or position.	<input type="checkbox"/>	
Experience of delivering training or learning to adults	<input type="checkbox"/>	
Experience of overseeing, and coordinating ongoing and regular training interventions or events	<input type="checkbox"/>	
Experience of working with and facilitating employee volunteering activities		<input type="checkbox"/>
Experience of programme monitoring and evaluation		<input type="checkbox"/>
Experience of writing and presenting reports (both qualitative and quantitative)	<input type="checkbox"/>	
Knowledge and understanding		
An understanding of communication skills as they apply to employability		<input type="checkbox"/>
Knowledge and understanding of Corporate Social Responsibility (CSR) and the business case for having a CSR programme		<input type="checkbox"/>
A high level of IT literacy	<input type="checkbox"/>	