



Creating Possibilities
in East London

TRAINER / PROJECT MANAGER, EMPLOYMENT & SKILLS

TERMS & CONDITIONS, JOB DESCRIPTION AND PERSON SPECIFICATION

Terms and Conditions

Job Title:	Trainer / Project Manager, Employment & Skills
Reports to:	Employment & Skills Programme Manager
Salary:	£32,000 - £34,000 per annum (pro rata)
Hours:	35 hours per week, some evening work is required
Annual Leave:	27 days per annum plus public holidays
Length of Contract:	6 months, March - Aug 2021 (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.

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

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 provides access to their opportunities, supply chains and strong market knowledge; enabling us to galvanise and drive this crucial work forward.

Purpose of the job

To manage ELBA's Future Fit project which provides those in entry level positions across the Facilities Management sector, and job seekers wanting to enter the sector, with skills training to prepare them for the changing nature of work.

Job Description

- Deliver the Future Fit curriculum which comprises of 8 x 1 hour workshops (remotely using Zoom and in person across the City and Canary Wharf once covid restrictions are lifted)
- Update and co-create content to incorporate new job roles and sector engagement.
- Organise and schedule all training, including stakeholder engagement and invitations to participants.
- Record attendance and participant feedback, including CRM system updates.
- Work with ELBA's corporate partners and wider business network to develop new leads.
- Work with the wider Employment & Skills team to maximise project outputs.
- Provide regular reports to internal and external stakeholders, identifying areas for development and recommending innovative solutions.
- Represent the Employment & Skills team at the Practitioners' Forum, working with representatives from other teams on shared objectives and plans to align ELBA's work.
- Proactively generate case studies, news articles, photos and social media content to promote the project in line with communication targets and protocols.
- Undertake any other appropriate responsibilities as required by ELBA.

Person Specification

Personal characteristics	Essential	Desirable
Passionate about skills development as a means to improving lives and livelihoods	•	
Highly organised with an ability to prioritise, work under pressure and deliver against set targets or agreed deadlines.	•	
A proactive self-starter with the ability to manage a diverse range of partners and tasks.	•	
Able to move and adapt across ELBA interfaces - corporate, public and third sectors - with ease, possessing excellent interpersonal skills	•	
Excellent oral and written communication skills with the ability to articulate messages clearly and concisely in an engaging style consistent with ELBA's brand.	•	
Adept at spotting opportunities for programme development and further funding.		•

Experience	Essential	Desirable
A minimum of 2 years' experience in a project management or similar role.	•	
A proven track record of facilitating/delivering employability sessions.		•
A demonstrable track record of engaging employers, account management, relationship management and generating opportunities.	•	
Experience of engaging diverse audiences through outreach and other methods.	•	
Has worked across corporate, public and third sectors		•
Experience of programme monitoring and evaluation		•
Experience of writing and presenting reports (both qualitative and quantitative)		•
Knowledge and understanding		
Knowledge and understanding of Corporate Social Responsibility (CSR) and the business case for having a CSR programme		•
Experience of working with and facilitating employee volunteering activities		•
A high level of IT literacy	•	