

**EAST LONDON BUSINESS ALLIANCE**

**EMPLOYMENT AND SKILLS PROGRAMME MANAGER**

**Job Purpose**

To lead and manage the ELBA Employment team supporting people from east London and beyond with skills development and access to sustainable jobs and careers incl. placements and work experience. Representing ELBA and responsible for building and maintaining effective partnerships with businesses and community organisations, including leading on a number of key accounts. Accountable for delivery of programme targets and maintaining high quality standards.

**Reports to:** Deputy Chief Executive

**Manages:** Team of 1 Deputy Programme Manager, 8 Project Manager and 4 Project Coordinators

**Location:** Based ELBA’s offices in Crossharbour. Working from home will also be required on a regular basis.

**Salary:** £38,000 - £45,000 (negotiable)

**Annual Leave:** 27 Days

**About ELBA**

ELBA is the leading social regeneration charity in east London. It facilitates corporate investment from over 70 organisations into community programmes across the growth boroughs of Hackney, Greenwich, Newham, Tower Hamlets and Waltham Forest. ELBA also manages an award-winning employment and skills programme.

**The Role**

The postholder will lead a portfolio of projects, engaging with multiple funders and stakeholders from across the public, private and voluntary sector. Key to this role is the ability to align these strands of activity to produce a coherent offer to local beneficiaries that delivers positive destinations and outcomes.

**Main Responsibilities**

* To manage ELBA’s programme of employment initiatives which place people from disadvantaged backgrounds into jobs, placements and work experience including the management of review meetings with key stakeholders to cement relationships, maximise business and aid retention.
* To maximising opportunities for collaboration across the Employment team and deliver solutions to complex problems.
* To create and sustain close relationships with ELBA business members and other employers, securing their commitment to the employment programme and a regular flow of opportunities and a willingness to consider speculative approaches with candidates from ELBA.
* To create and sustain effective partnerships with community organisations and other providers, building sustainable referral mechanisms and processes that will allow for achievement of mutual goals and targets.
* To lead and be accountable for maintenance of quality standards recording of data and satisfying evidence requirements, ensuring compliance against contractual requirements.
* To explore, develop and implement new approaches to employment and employability issues, including investigating funding sources and bid writing, working across internal programmes.
* To lead and manage the Employment team members, meeting ELBA’s required standards for management and ensuring the team have clear direction and targets and are supported to develop their skills and give the best of themselves.
* To champion ELBA’s safeguarding policies and to be the designated lead office for safeguarding for the Employment programmes.

The post holder will be expected to work closely with other team leaders across the ELBA family and may if necessary be expected to help and assist in the delivery of other services including marketing and communications.

**Person Specification**

* An awareness of local and national government policy around social mobility and youth unemployment.
* Minimum of 5 years experience of employment initiatives and/or recruitment, preferably with a mix across the private and public/not for profit sectors.
* Experience of programme management including diligent contract management and compliance including evidence monitoring systems
* Minimum of 5 years experience of leadership and people management.
* Must be fully numerate with experience of programme budgets
* Evidence of track record in innovation and development.
* Experience of training and bid writing.
* Experience of safeguarding policies and procedures as they relate to employment programmes for young vulnerable young people.

The successful candidate will be required to comply with ELBA's safeguarding policies and any appointment will be subject to satisfactory references as well as DBS clearance. All shortlisted candidates will be required to disclose any reason that may exist why they should not work with young people or vulnerable adults.