



Capital City College Training Job Description and Person Specification

Post:	Community Liaison Officer
Contract:	Multiply
Hours:	35
Base:	Various
Reporting to:	Community Liaison Team Leader
Responsible for:	Community Engagement and learner engagement
Salary:	£30,525 per annum

Key purpose

This is a vital role within the team and will help to transform lives in the communities that we are working in, build great links with local employers, colleges, Training Providers, and third-party referral agencies (outreach) to champion opportunities for participants and support managing transition into work and further education.

This role is linked to key outcomes against funding streams and therefore will have set targets to meet business needs and existing contracts. These targets will be agreed and reviewed on a quarterly basis

Key Responsibilities

- Brokering opportunities within community that supports the Multiply contract
- Linking with college provision to support further learner journey once completing their Multiply course
- Maximising opportunities for delivery of the Multiply courses within London Communities.
- Help support and Man the mobile Multiply unit
- Understanding the skills, interests and experience of participants and proactively matching them to opportunities either for employment or further education and training including apprenticeships.
- Networking with the business community and enterprise organizations to help support increase in required Maths for employment

- Ensuring that all employers are aware of the full portfolio of products and services on offer across CCCG
- Ensuring accurate reporting of all activity and outputs including audit complaint evidence.
- Engage with London wide providers to source opportunities for progression.
- Work closely with JCP within London actively promoting all programmes.
- Help with enrolments where needed and closely liaise with Participant Engagement Officers so that all enrolments are processed.
- Any other duties required in line with supporting the Multiply and Employability Teams with employment and progression opportunities.

Person Specification

- Would ideally suit someone with sales/recruitment background, or someone with a background in welfare to work.
- Computer skills (Microsoft Office) - ideally intermediate with the ability to pick up and learn other systems/software as and when required.
- An eye for detail supporting audit compliant evidence gathering.
- Experience of people development in an individual and group environment and able to train, coach and mentor across a range of participants.
- Evidence of setting and achieving targets across a broad range of KPI's
- Good communication and collaboration skills, with the ability to adapt to a wide range of communication and learning styles.