



Please Contact: Yasmin Dar, HR Administrator
Direct line: 01484 242000

Dear Applicant

Vacancy for Employment Engagement Specialist (Nexus Team)

We are delighted that you are interested in joining us at C+K. A copy of the Job Description and Person Specification is included in the application pack.

It is important that you read these documents before you submit your application, to make sure that you demonstrate how you meet the Essential and Desirable criteria required for the post. Shortlisting will be carried out based on the information you provide.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974, so you will need to read and policy Recruitment of Ex-offenders and complete Section 9 of the application form.

Shortlisting usually takes place within 10 working days of the closing date. Therefore, if you have been selected to attend interview, you will have heard from us by this time. Unfortunately, due to the volume of applications that we receive, we are not able to contact applicants to inform them that an application has been unsuccessful and we are unable to provide feedback on shortlisting.

We do however, thank all our applicants for the interest, time and commitment they have shown by responding to our vacancies. We will always welcome further applications from unsuccessful applicants for other posts that we advertise.

If you have any special needs arising from a disability and require any of the recruitment information in any other format, or need any other assistance, please let us know.

I hope that having read the job description and personnel specification, you are able to apply for this position and I look forward to receiving your completed application, which should be sent to **recruitment@ckcareers.org.uk** by the end of the closing date deadline. Your application will be acknowledged by an automate email.

Thank you once again for your interest.

Yours faithfully

HR Administrator

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Until
March
2026



POST: EMPLOYER ENGAGEMENT SPECIALIST (Nexus Team)
GRADE: Salary Points 20-26
REPORTS TO: OPERATIONAL MANAGER

JOB PURPOSE: To identify and secure extended work placement opportunities for participants on the Nexus In-School programme. Generating high quality opportunities that match with young people's vocational interest areas and progression routes. Develop and maintain employer relationships, manage key partnerships and provide excellent customer service to schools, young people and their families. Support the wider Nexus Team to ensure work placements are safe, meet the needs of young people and provide an environment in which individuals can develop their knowledge and skills of the world of work.

MAIN DUTIES

1. To be proactive in generating new employer leads, responding to enquiries, and managing relationships with new and existing employers.
2. To secure and maintain extended work experience placements that meet with the interest areas and individual needs of the young people on programme.
3. To deliver excellent customer service to external and internal partners.
4. To complete Health & Safety checks, risk assessments and follow safeguarding guidance. Ensure activities meet with the requirements of relevant legislation, including DfE Keeping Children Safe in Education and HSE.
5. To complete daily attendance and welfare checks for young people on placement and report attendance to schools. To report any Safeguarding concerns to DSL and line manager as soon as possible.
6. To support Nexus Project Workers in completing regular, planned workplace visits, and providing response to any immediate issues as these arise.
7. To record activity on internal CRM systems and complete specific programme paperwork, adhering to GDPR, Data Protection and Company protocols.
8. To maintain own specialist knowledge of local, regional, and national labour market trends and recruitment legislation and practices by attending relevant training updates.
9. To represent the Nexus Team and promote the programme at external events and employer engagement activity in the local area.
10. To ensure the development of equality of opportunity throughout all aspects of the delivery service including employers, schools and young people.
11. To provide additional support for Company contracts and projects appropriate to job role, qualifications and experience as required.

SUPERVISORY RESPONSIBILITY

None.



ADDITIONAL RESPONSIBILITY

None

ESSENTIAL CRITERIA

- Level 3 qualification or equivalent in a relevant discipline **OR** relevant experience in a job brokering environment or in a related area of work, such as, a training organisation.
- Full driving licence, or immediate prospects of acquiring one, plus access to a motorised vehicle and willingness to use it for business purposes.¹
- An interest in working with local employers, schools and young people. Motivated to deliver a high-quality service and support positive Post-16 progression for vulnerable young people.
- Track record of using sales techniques, including cold calling, to generate opportunities and develop meaningful relationships with businesses.
- Demonstrable knowledge of policy, practice, legislation and current provision relating to employment and training.
- Able to demonstrate a high level of customer care and quality of service.
- Strong negotiating skills with excellent oral and written communication skills.
- Excellent organisational skills and able to plan priorities. Able to cope with a range of simultaneous demands and meet deadlines.
- Able to work with minimum supervision and use own initiative resulting in a good outcomes.
- A sound grasp of, and support for, diversity, equality and social inclusion policies and practices.
- Experience in use of Microsoft Office suite, website, and database input.
- Ability to meet the requirements of an Enhanced DBS Disclosure

DESIRABLE CRITERIA

- IOSH or NEBOSH Qualification
- Level 2 qualification in literacy and numeracy

¹ Please note this is a necessity as the role will involve travel across West Yorkshire to visit multiple businesses throughout the working day. Use of public transport would not be appropriate due to potential lack of reliability and extended travel time between appointments.