

Job Description – Employer Partnership Manager – BASE/Inclusive Trading CIC

Post: Initially Fixed term for 18 months

Grade: £42,000 (full-time equivalent based on 37.5 full time hours)

Hours: 20 hours

Location: Home working with travel

Accountability:

The post holder will report directly into the Senior Employer Partnership Manager but will work closely with the Senior Leadership Team in BASE and Inclusive Trading.

Special conditions of service:

The role will require some travelling and overnight stays when required.

Role Description:

The role of the Employer Relationship Manager is to develop, build and maintain positive relationships with Amazon to support the “Careers 4 All” programme between BASE/Inclusive Trading and Amazon. The overall aim of the programme is to work with specific Amazon sites and staff, connecting supported employment organisations, matching disabled and neurodivergent people to potential vacancies across Amazon. This role will be responsible for overseeing the end-to-end supported employment process, including driving quality. The role will work with the wider team across BASE and Inclusive Trading for maintaining high quality provision for the delivery of training and consultancy with employers and supported employment providers.

Key Responsibilities:

- Managing the end-to-end process of the entire employee lifecycle in partnership with Amazon for the “Careers 4 All” programme.
- Build and maintain positive relationships with staff across Amazon.
- Work with CEO and Director of Business Development & Quality to identify supported employment services to link in with the relevant sites.
- Provide guidance and support to drive the Supported Employment Quality Framework model to supported employment providers.
- Support local supported employment providers to host candidate sessions to promote the roles within Amazon and the recruitment process.
- Support local supported employment providers with the induction, onboarding and in-work support plans for successful candidates.
- Proactively promote and engage the training and consultancy offer to supported employment services.
- Maintain an effective way of documenting, tracking and evaluating the partnership working.
- Understand Amazon’s overall recruitment process and individual sites needs and develop proposals and plans to address them, with the wider aim of supporting the employee lifecycle.
- Identify key staff within Amazon to cultivate and nurture relationships
- Work with the Training Manager to organise relevant training and workshops to support local supported employment services who will be linking with Amazon sites.
- Provide training to support Amazon Managers and the wider workforce.
- Promote high-quality provision and solutions across the partnership.
- Support the wider team across both BASE and Inclusive Trading to achieve their aims that employment is for everyone.

This list is not exhaustive, there is scope within the role for the post holder to identify and establish other areas of work that meet both the business needs of the organisation and the interests/strengths of the post holder.

Person Specification

	Essential	Desirable	Evidence
Qualifications	Qualifications are not essential but experience of working in an employer relationship focused role and demonstrate ability to positively engage with Employers.	Level 4 qualification in teaching, coaching or training. If you do not hold this qualification in the desirable you must be willing to complete within 1st year of appointment.	Certificates Application/CV
Experience	- Experience of developing and maintaining positive relationships with external stakeholders - Experience of working with employers in providing advice, guidance and support - Proven track record of meeting targets - Experience of inspiring and leading external partners and building long lasting partnerships	- Experience in supporting employers with inclusive recruitment and retention practice. - Experience of delivering and developing training in supported employment - Experience of accessibility tools - Experience of working with local supported employment providers in providing advice, guidance and support	Application/CV Interview
Skills and strengths	- Excellent written and verbal communication skills with a range of internal and external stakeholders - Excellent presentations skills - Excellent diplomacy and negotiation skills - Good time management - Good numeracy skills, including data analysis - Good literacy skills, including writing reports - Excellent analytical and problem-solving skills - Excellent customer service skills - Skilled in a use of a variety of ICT software and equipment - Attention to detail - Team-working skills - Ability to work under pressure - Ability to understand and challenge discriminatory practice	Ability to use CRM software	Application/CV Interview
Knowledge	- Good knowledge of the supported employment environment - Good understanding of inclusive employment pathways - Good knowledge of ICT systems, including Office packages	- An understanding the Supported Employment Quality Framework - An understanding of basic lifecycles of an employee	Application/CV Interview
Interpersonal	- Compassionate - Passionate about employment outcomes for Disabled, Neurodivergent and Disadvantaged people. - Collaborative Working - Self-confident and driven - Contribute to a positive and inclusive working environment		Application/CV Interview

	• Committed to working through an Anti-discriminatory lens, promoting inclusion and belonging.		
	• Ability to work flexibly • Ability to travel		Application/CV Interview