

HIGHGROUND JOB DESCRIPTION

JOB TITLE: Careers Manager.	Location: London
Reports to: Development Director	Date: September 2015.
<p>1. JOB PURPOSE</p> <p>To source and secure suitable vacancies and vocational opportunities for Service Leavers and Veterans whilst providing advice and support in order to help them achieve a successful transition to a second career in the land based industry.</p> <p>The Careers Manager will also plan, coordinate and supervise HighGround Rural Experience Weeks (RXW) in conjunction with the Development Director. These Weeks are designed to help clients learn about opportunities in the land-based sector, identify their transferable skills and skills gaps and future training and qualifications needed to pursue a future career. This is a key function of the charity and will require travel to various locations throughout the UK where the RXW will be held.</p> <p>The Careers Manager will also be responsible for co-ordinating work experience opportunities UK-wide for HighGround's client base in conjunction with the Development Director.</p>	
<p>2. JOB CONTEXT</p> <p>The post entails:</p> <ul style="list-style-type: none"> • Providing a one to one, tailored employment service to HighGround clients in order to help them meet their recruitment requirements. • The planning and implementation of RXW throughout the UK. • The coordination of applications and selection of clients. • The preparation of appropriate programmes for experience weeks. • Liaison with 'host' locations for the RXW. • Arranging and supervising work experience opportunities for HG clients. • The post holder reports to Development Director. 	
<p>3. ORGANISATION CHART</p> <p>Attached (A)</p>	
<p>4. SPECIFIC RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Develop and implement an intelligence led, employer engagement strategy which links key regional employer job opportunities with the career requirements of all clients. These should include: Full-time appointments, part time appointments, work experience placements, suitable self-employment and vocational opportunities. • Proactively market the transferable skills and experience of all clients to potential employers and key accounts. • Work with employers across the land based industry to determine future skill and talent pipeline requirements. Use this to support clients in their transition into the land based industry. • Develop strong links with land-based industries where skills and experience of HG's client base are sought after such as agriculture and horticulture. • Assist and support HighGround partners in the management of any high profile, national 	

HIGHGROUND JOB DESCRIPTION

and specialist employer recruitment campaigns.

- Attend suitable Employment Fairs, Sector Briefs, Industry Awareness Events and other relevant events.
- Provide regular input to employment reports and HighGround publications as directed by management.
- Build and maintain relationships with key stakeholders and beneficiaries.
- Plan and implement RXW events (As per the Business Plan) in separate locations throughout the UK. This includes promotion, managing the application process, liaising and supervising training providers, preparing 'host' sites for the RXW in conjunction with the Development Director.
- Coordinate all 'follow-up' measures tailored to individual clients after the RXW in order to help them meet their recruitment needs. This includes providing career advice, employment advice and guidance to allocated clients. Also, ensuring that allocated clients obtain appropriate work experience placements, work based training and employment.
- Attend the Development Board and any other business meetings as required by HighGround.
- The general supervision of other staff as directed.
- Work alongside Resilience Training instructors to co-ordinate ongoing support for clients where necessary.
- Work with the Development Director to foster links with other Service charities and support agencies to enable HighGround to signpost clients as and when their needs (for services such as housing) arise.

5. DECISION MAKING

To take decisions within the parameters defined by the Development Director.

6. EXPERIENCE AND SKILLS REQUIRED

- Experience of marketing, PR and customer liaison.
- An empathy with and a good understanding of Armed Forces personnel and their employability.
- Background in training and the implementation and supervision of courses of instruction.
- Standalone responsibility for people, planning and project management
- Knowledge of the impact of combat stress reactions in a military context
- Knowledge of the transition process from H.M. Forces to civilian life
- Excellent interpersonal communication skills.
- Strong presentation and all round negotiation skills.
- Strong organisational skills and experience of managing and working in a team.
- Ability and drive to work alone; self-managing
- Positive, confident and inclusive approach
- Participative management style
- IT literate

7. TERMS AND CONDITIONS

HIGHGROUND JOB DESCRIPTION

The post holder will be based at HighGround's office in London but will be required to travel to other work locations throughout the UK from time to time.

Salary

A starting salary of £31 - £34K subject to negotiation with an annual review and the recompense of appropriate expenses.

Contract type

Full time (37.5 hours per week).

Contract term

Permanent

Start date

TBC

8. JOB DESCRIPTION REVIEW

The job description will be reviewed annually alongside the performance appraisal review, or as dictated by other operational circumstances.

This job description outlines the duties of the role you have been employed to do; it is not exhaustive. In accepting this role, you agree that you may be required to undertake other tasks/roles for which you are qualified if this is believed to be in the best interests of the organisation.

Signed:

Date:

Review Date: