

Employer Engagement Navigator

Job Title:	Employer Engagement Navigator
Organisation:	Successful Sutton Business Improvement District
Reporting to:	BID CEO & Partner Organisation Representative
Hours:	3 Days Per Week, 09.00-17.00 with breaks (Flexible for early start/late finish)
Salary/Contract:	6 Month Contract. £31,000 p.a (pro-rata)
Location:	Based from Successful Sutton BID Offices, Sutton High Street – Potential for Hybrid Working depending on circumstances, but office based working hours are essential.

Summary

The BID has been in operation since 2012. We operate a delivery plan for our Businesses under for broad themes, delivering value, creating a Brighter space, Enhancing the Town Centre and protecting business/visitors to create a safer space to live and work.

We have over 400 member businesses from different sectors and different sizes.

We are delighted to be working with the South London Partnership on this role. The SLP are a representative organisation for boroughs within the South London region, a collaboration of five London boroughs: Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton.

The South London Partnership works together and with partners in and beyond their area, to champion and seeks to build on the many strengths of South London as a place for people to live, work and thrive.

The South London Partnership has some focus on not just skills development across the region but also employment. Businesses are struggling to find and indeed afford to hire the right people, and with so many options to support businesses available, the Employer Navigator role has been created to engage with business, provide advice and signpost them to the correct support available. In addition, the SLP are keen to ensure the right kind of skills and employment support are available for business when they need them. The role of the Employer Navigator will also be to gain an understanding of what businesses need so that the right provision can be shaped for the future.

The collaboration between the SLP and BID allows access for the Employer Navigator to a warm engagement route of BID district member businesses to really build relationships, gain understanding and provide support.

This is a new role that the right person could shape, take ownership of and really delivery meaningful support to businesses at a time they most need it.

Role Overview

There is much Employment support available for businesses across the South London sub region, and with new projects and provision available all the time, it can be daunting for a business to understand what is best suited to their need but more so what services could be put in place, that do not exist for business. South London Partnership is keen for employers to have a full understanding of the employment support on offer and have an informed, signposting service available to refer business to the contacts that exist and services that can be provided. They are also keen to hear back from business on what is needed and not currently provided so they can tailor services and support for business in an ever changing economy.

Your role, as Employer Navigator will be to lead on employer engagement, building and sustaining a network of employers and supporting them to navigate the skills and employment system with a focus on those engaged in the visitor economy and professional business services sectors within the BID area. The BID employer navigator will also look to strengthen the relationship with other BIDs (and Chambers) in the subregion and create a shared awareness of support available to BIDs and their member organisations.

Based within Sutton BID Offices, you will be able to engage with over 420 members of Sutton BID district but also, Through the BID Network you will also have an opportunity to engage with other borough districts to form a rounded view and provide navigational support where needed.

This role is 3 days per week working from Sutton Office, however, hybrid working is something that can be discussed. You will be required to travel and expenses will be provided to cover that cost along with a mobile phone and laptop for work use.

Experience

- Min 2 years work experience in a commercial setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and cloud-based collaboration tools such as Google Workspace or Microsoft Teams
- Previous business development, recruitment or HR experience is desirable but not essential.

Main Duties and Responsibilities:

1. To meet with and engage with businesses in the Sutton Town Centre area to discuss employment, skills and any other areas of business support need.
2. Provide matchmaking and warm handover conversations between employers and appropriate training providers, programmes within South London, and ensuring the relationship is monitored and impacts recorded.
3. Promoting employer incentives e.g. Apprenticeship grants, Job Guarantee, sector based-work academies to support locally driven recruitment.
4. Provide monthly/quarterly reporting on activity (no. employers engaged, warm handovers completed in addition to impact assessment of all activity undertaken, both written and through meetings with the Subregional Hub Lead. (Monthly call and reporting form).
5. Undertake regular conversations with BID members, and other BIDs through forums and networks.
6. Lead on developing BID/Chamber communications for member businesses highlighting skills and employment support available to them in South London and being point of contact for signposting queries.

7. Assist in the Development of a monthly newsletter sent to levy members and shared with wider partners highlighting good new stories, signposting and service information.
8. Demonstrate Understand the local inclusive recruitment needs/barriers and identify opportunities to support employers to create more opportunities for young people and those with barriers to employment.
9. Be able to incorporate learning and best practice that cascades from the regional sector talent boards and hubs (e.g. hospitality) and feed employer insight up into this governance via the subregional hub.
10. Develop an end of project event to invite along all met employers to meet with providers, SLP contacts, Local authorities and BID contacts to discuss project, future plans and further partnerships
11. To meet soft KPI targets for performance throughout contract and report on those targets weekly and monthly at present performance meetings.
12. To undertake basic administrative and clerical duties as required.
13. To be a positive ambassador for both the business improvement district you represent and the South London Partnership.

Benefits

- Pension Scheme
- Travel Expenses
- Mobile and Laptop Provided
- Full Training