

JOB SPECIFICATION
(Post Ref: PR114)

Job Title:	Employer Partnerships Officer
Line Manager:	Head of Health and Development
Salary Scale:	SCP23 £28,226 (Actual £16,936) to SCP25 £30,095 (Actual £18,057)
Location:	Leeds
Hours:	21 hours per week

Purpose of the post:

- To facilitate and grow Carers Leeds offer of support to employers, to help them do more to improve the availability of information and support to working carers in their workforce.

Main responsibilities and duties:

- To lead the Carers Leeds offer to employers in Leeds
- To develop and maintain partnerships with employers in the city.
- To ensure that employers know what support Carers Leeds can potentially offer to their workforce to enable more carers to access information, advice and support.
- To coordinate and facilitate a dynamic and effective Leeds Employer's Forum (virtually and/or face-to-face) and additional information or discussion meetings.
- To identify new employers to join the Employer's Forum and maintain the relationship between the partner employers and Carers Leeds
- To work with employers in Leeds, to support them to achieve the Carer Confident benchmark
- To develop and deliver awareness training and other activities for managers and employees within partner employer's organisations.
- To work with the Senior Communications Officer to develop and maintain publicity, support materials, links and information for employers and employees including digital resources.
- To network with other organisations, locally, regionally and nationally in relation to working carers.
- To represent Carers Leeds with external stakeholders and at external events
- To work collaboratively with colleagues as part of an External Partnerships team
- To carry out specific projects and activities related to working carers

Core Values & Behaviours:

At Carers Leeds we are one team, working together to benefit carers. We have a shared set of values and behaviours which guide everything we do. Values are the things we believe are important at Carers Leeds. Behaviours are what we expect staff, trustees and volunteers to do, to enact our values. These values and behaviours apply to how staff, trustees and volunteers interact with each other and the way we work with carers and external partners

1. **Integrity** – we are honest, fair and speak up
2. **Accountability** – we do what we say we will and take responsibility for our actions
3. **Inclusion** – we value differences and take action to reduce exclusion
4. **Respect** – we value and listen to each other
5. **Excellence** – we continually improve through listening, learning and innovation
6. **Kindness** – we are friendly, caring, and considerate
7. **Empowerment** – we support, trust, and promote empowerment to make a difference

Respect for service user Confidentiality

The jobholder should always respect service user confidentiality and not divulge information unless sanctioned by the requirements of the role

Person Specification

	Knowledge and Understanding	Essential/ Desirable	How identified Application / Interview
1	An understanding of issues faced by carers and particularly carers who are also in paid employment	E	A/I
2	Experience of building and maintaining partnerships with a range of different organisations	E	A/I
3	Understanding of the difference between public, third and private sector employers	E	A/I
4	Experience of promoting and marketing services	D	A/I
	Experience of project work	D	A
	Skills and Competency		
5	Skills in organising and coordinating activities, events and services	E	A/I
6	Able to work with a range of IT and digital tools	E	A
7	Excellent verbal and written communication skills	E	A/I
8	Skills in collating and analysing data and report writing	E	A
9	Presentation skills	E	A
10	Able to create and maintain effective relationships within and outside Carers Leeds	E	A/I

	Behaviour and Personal Attributes		
11	High levels of emotional intelligence	E	I
12	High levels of discretion, tact and diplomacy	E	A/I
13	Strong attention to detail	E	A
14	Proactive, with a high level of initiative	E	A/I
15	Flexible and adaptable	E	A/I
16	Good team player	E	A

If you have any questions regarding the role, then please contact sian.cartwright@carersleeds.org.uk