

Job Description for EDGE Co-ordinator / Skills Lead, Alconbury Weald

The role:

A full time resource to co-ordinate the EDGE initiative and drive forward the considerable investment by partners to maximise the employment, skills and economic opportunities created by the development of Alconbury Weald and the wider growth of Huntingdonshire.

The role has 2 key operational functions:

- Co-ordinating the EDGE partnership which brings together Jobcentre Plus, local colleges, careers advisers, charities and community groups, to support local people into the jobs coming up on site. This includes working on their skills, experience, qualifications, confidence and CV/interview approaches, and matching them up with opportunities on the Enterprise Zone and with the AW contractors, as well as with other vacancies in the local area.
- Specifically driving the National Skills Academy for Construction framework with contractors and housebuilders at Urban&Civic's Alconbury Weald and Wintringham Park developments in Huntingdonshire: agreeing their targets through contractual and induction discussions, monitoring delivery, driving the link to EDGE to push opportunities locally, and identifying issues which arise to ensure a culture of jobs and skills develops across the scheme.

The role will also work with the iMET Skills Centre – being launched next Summer at Alconbury Weald to ensure close linkages between local employment opportunities and skills development.

It also has 2 key strategic functions:

- stakeholder engagement, thought leadership and playing an active role in a series of events, local groups and activities which would support this delivery, as well as having a positive impact on U&C's profile in this theme and geographic area.
- Taking forward strategic progression of the programme, eg increasing the time and people reach of the operational team; ensuring the outreach work needed to achieve the economic opportunity goals with local residents; supporting HDC EDOs in driving forward the business engagement.

Core Tasks:

- Lead and monitor EDGE services to ensure that the vision and potential for local job creation and skills development become a reality and s106 targets and requirements are met
- Use an effective reporting system to monitor progress and collect key data to contribute to EDGE's steering group. System is already in place, but some development may be required.
- Lead the delivery of the National Skills Academy Framework for Construction across the developments of Alconbury Weald and Wintringham Park, working with the project team to monitor and enforce targets undertaken by contractors.
- Feeding the construction targets into EDGE's work with local communities and schools to maximise training, job, apprenticeship and IAG (Careers) opportunity from the developments
- Coordinate the EDGE partnership to drive joined-up service delivery and channels of communication across the partners, and maximum reach to local people and businesses

- Develop with the partners and stakeholders new approaches to overcome barriers identified by the operational team and Steering Group to getting local people into work
- Create agreements and work closely with employers to ensure they provide accessible opportunities in both employment and training and that they attend EDGE events and activities where necessary
- Coordinate a schedule of regular events to be facilitated by EDGE: jobs fairs, careers and skills workshops
- Ensure that across the team outreach work is scheduled and carried out, which focusses on key audiences such as deprived local communities, underemployed and economically inactive who wish to work
- Work in partnership with charities to deliver a series of projects, which will become embedded in the delivery processes at Alconbury Weald and Wintringham Park.
- Be the key liaison between the operational team and the steering group
- Manage bookings and use of the shop by the partners, outside EDGE opening hours and for related training and events.
- Keep the website updated with relevant information and create promotional materials for events and activities
- Work with the PR and Marketing support team to develop case studies to demonstrate stories of success

Other resources:

This is clearly a wide role, with lots to get going on, but there is also wide support from partners and a range of skills sets. Primary support comes from the Communities team at Urban&Civic, which will include:

- Communities and partnerships, stakeholder engagement
- Community development
- Project management and construction management colleagues
- Graphic design, website, printing and PR support
- Admin support including arranging meetings, printing and presentations, updating website.

The role also works closely with Huntingdonshire District Council's Economic Development Team, which includes:

- Extensive database and working relationships with businesses and partners across the area.
- Marketing/events management resource – help with raising EDGE profile particularly with the business community; promoting and organising EDGE events.
- Admin Support – through a business admin apprentice who will support on database management, admin tasks and window displays.
- The EDGE Steering Group connects this work across senior teams across the partners.

The role will also work with partners to secure additional funding and support to build on the successes to date and overcome barriers identified.

Management

The role would be line managed by Rebecca Britton, and be part of the Communities Team based at Alconbury Weald.

Salary range of £30-40k, dependent on experience and with a package of benefits.