



**WORK AT
SHIPLEY
COLLEGE**

Partnerships Officer

Fixed Term Contract until March 2026

Shingley College - Great people, great place!

Hours: 37 hours per week, full year post - **FTC to 31/03/26** (possibility of extension subject to external funding)

Salary: £23,970 per annum.

Closing Date: Monday 20th October 2025 at 9.00am (*We may close the advert early if sufficient applications are received. So early applications are advised*)

Interview Date: To be confirmed.

Start Date: ASAP (subject to satisfactory pre-employment checks)

We are looking for a Partnerships Officer to broker work opportunities between employers and those looking for work. You will support unemployed jobseekers on and through their individual pathway to secure sustained employment. The successful candidate will also work with businesses to establish, grow, and facilitate effective partnerships. The role also includes working with local employers to meet workforce demand in communities; building trusting relationships with unemployed Jobseekers; and delivering a holistic and personalised support service including training/workshops within the Skillshouse partnership.

Benefits we offer include:	We are looking for someone who has:
• Enhanced Annual Leave • Enhanced pension contributions • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • Professional Development opportunities *qualifying period applies	• A good level of education to level 3 • Level 2 in literacy and numeracy or equivalent • Clean driving licence, access to vehicle with business insurance • Experience of how to help adapt and deliver guidance, mentoring and support to unemployed adults • Experience in dealing with employment, training or recruitment • Excellent customer service skills.

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk

Although this is a full time role, there may be some flexibility in working patterns

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

Job Description

JOB TITLE	Partnerships Officer
RESPONSIBLE TO	Head of Student Administration

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF JOB

- To engage, build trust and maintain effective rapport with a large caseload of unemployed participants in and through their pathway to work and sustained work.
- To conduct community outreach and engagement work and activity to engage participants.
- To promote and work as part of the multi-agency localities team to ensure the effective delivery of employability, training and specialist support to participants
- To establish and develop strong partnerships with employers to identify and develop innovative solutions to meet their hiring and workforce development requirements, and generate pathways to employment and career development.
- To facilitate and broker a range of employment opportunities, including work experience, supported and graduate internships, training courses, taster activities, as well as paid employment and apprenticeships opportunities.

DUTIES AND RESPONSIBILITIES

- To conduct in-depth initial diagnostic assessments with all participants to identify and

determine individual employability, training and specialist support needs and barriers.

- To co-create individuals into work plans, informed by the individual diagnostic, to include a range of employability, training, and specialist support and activities/programmes.
- To design, manage and deliver a range of employability/training modules or interventions to maximise participant engagement, retention and progression.
- To design, manage and facilitate a range of personal development, life and essential skills training activities via 1:1 sessions, short courses and workshops.
- To adopt a holistic approach to supporting participants, identifying barriers that may impact on participants' progression towards work.
- To achieve key performance indicator targets including: quality assurance, equal opportunities and diversity, participant engagement, retention, training and qualification achievement, participant feedback, progression, and positive outcomes.
- To coordinate wraparound specialist and employment support and make managed referrals to partner organisations support.
- To work in partnership through the SkillsHouse network to ensure participants get timely and appropriate support.
- To work closely with employers to design inclusive recruitment and workforce development solutions that are also appropriate, flexible and accessible to a wide range of jobseekers.
- To proactively promote employment opportunities based on the individual needs and interest of vulnerable young people and adults.
- To act as an expert on key sectors in the district, designing demand-led recruitment solutions and offering employment opportunities and sector-based pathways to employment.
- To develop and maintain a current local partnership employer offer and work with partners to ensure a single front door and ongoing conversations with businesses on local business support, training and employment services.
- To work across the local SkillsHouse partnership network and develop a deep understanding of local training and specialist organisations and identify and broker opportunities for joint working with businesses across a full spectrum of their recruitment, workforce development, and workplace improvement requirements and needs.
- To manage a caseload of employer relationships, and ensure appropriate and structured referrals are made to partner organisations, and that businesses are offered a high quality bespoke service through all partner engagements.
- To work with College managers and the Head of Student Administration to promote funded courses.

- To monitor and collate records of training needs, support and delivery activities.
- To support marketing and communications activities.
- To represent the College in a professional manner when dealing with external agencies and employers and present clear and accurate information on the offer or service provided.
- To occasionally work outside of normal working hours, as required.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young students and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 (equivalent) Qualification in Maths. This must be evidenced by the way of original certificates.
Level 2 Qualification in English. This must be evidenced by the way of original certificates.
A good level of education to level 3 as a minimum
Clean driving licence, access to vehicle with business insurance
Knowledge of how to help adapt and deliver guidance, mentoring and support to meet individual needs of unemployed adults
Experience in an employment/education & training/recruitment function.
Competence in the use of a range of IT skills
Excellent customer service skills, including effective and professional telephone and face to face communication within an appropriate context
Effective presentation, organisational and administrative skills
Reliable and excellent time keeping
Commitment to the promotion of equality and diversity and safeguarding the health and wellbeing of young people and vulnerable adults

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Level 4 Diploma in Advice and Guidance or the Level 4 Diploma in Career Information and Advice. A teaching / training qualification e.g. PTLLS, CTLLS, AET would be desirable.
Ability to work within a teamwork and to use initiative
Previous demonstrable experience of building good working relationships with businesses/employers, training organisations and other employment services to broker and fill jobs, and upskill the workforce.
Knowledge and understanding of employers' recruitment, workforce development, and business improvement processes.
Experience of developing strong partnerships across employment sectors developing pathways to employment for unemployed people.
Highly motivated and able to inspire those around you to success

Ability to use initiative

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Background in recruitment

Ability to work flexible hours as required by the role
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Knowledge and experience of Equality, Diversity and Inclusion

Knowledge or experience of Safeguarding

Knowledge of the PREVENT agenda

Message from the Principal



Shipleigh College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipleigh College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the College's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

Diana Bird
Principal

Shipleigh College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

98% of students agree that the College is a safe place to learn.

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

97% of students agree that College staff are friendly and helpful.