



ESSEX CARE ASSOCIATION

Workforce and Training Project Manager

Job Description and Person Specification

1.3 August 2021

Job Purpose

To support ECA Members to recruit, train and retain a skilled workforce. To raise the positive profile of the care sector. This will be achieved through direct support; being a navigator and a resource; and linking effectively with partner agencies, especially Local Authorities, Health and Skills for Care.

Accountabilities

Recruitment

- Link to local and national recruitment campaigns, particularly with ECC.
- Engaging with local authority workforce development to seek training and development opportunities
- Engaging with educational bodies in Essex, Southend and Thurrock to build relationships
- Source of easy read information on Apprenticeships and government incentives to employ young people, disabled people and those long term unemployed
- Identify opportunities to attract staff from other sectors, and look to the provision of courses to help those transitioning.
- Facilitate work placements, especially for those with a disability or from a disadvantaged area. Promote *Disability Confident*.
- Organise seminars or conference sessions on recruitment, with recognised experts to improve provider awareness and confidence.
- Develop new website if there is a need, e.g. like 'Proud to Care'.
- Promote values-based recruitment.
- Advise on recruitment channels
- Promote and support effective induction
- Investigate and promote Care Ambassadors/role models
- Encourage common language and format for job ads

Technology and Digital

- Raising awareness of the need for digital skills in the workforce
- Identify and promote training in this area.
- Supporting and mentoring around basic IT competence
- Encourage use of social media for recruitment.

Retention

- Support Wellbeing, e.g. through seminars and being a source of information on resources
- Recognition – support awards and work with elected members
- Investigate and promote employee/member benefits through ECA Commercial Partners, including discount schemes
- Promote and support networking groups, including virtual.

Training & Skills

- Provide information, advice and guidance for ECA Members around workforce development and workforce planning.
- Identify training and development needs in the sector.
- Working with Skills for Care and promoting SfC Workforce Development Funding and workforce tools and resources to ECA Members
- Develop positive relationships with local learning providers and with CCG workforce development departments
- Assist providers to develop appropriate Workforce and Wellbeing Strategies through review, support, sharing resources, etc.
- Raise provider awareness of training opportunities and resources through navigator role and Training Audits.
- Investigate Digital Training Passports

Admin

- Prepare monthly performance reports and other reporting as required for ECA Committee, etc.

Person Specification

To manage and progress diverse elements of an agreed Work Plan across the areas of recruitment, retention and training & skills. Work with Care Homes, Domiciliary Care and Supported Living providers and statutory partners. Able to communicate effectively with ECA members and with stakeholder organisations across Southend, Essex and Thurrock.

Function: n/a
Location: Office/ Community Based
Reports to: Director of Development
Criminal Record Check status: Enhanced DBS Check

Essential Skills

- Excellent communication skills
- Good Standard of Education
- Good literacy and numeracy skills
- Understanding of service provision in the care sector and/or education and skills sector
- Excellent IT skills, i.e. Word, Excel, MS Teams, etc
- Good planning and organisational skills
- Understanding and commitment to empowering service users

Desirable Skills | Qualifications

- Understanding of regulatory body (CQC) and education/skills bodies (e.g. Skills for Care) functions and requirements
- Marketing and Social Media skills
- Additional IT skills, e.g. Information Governance and website design
- Commitment to own professional and personal development

Behavioural Competencies

- Able to work on own initiative and as part of a team
- Ability to work effectively with other team members
- Ability to cope with pressure
- Ability to cope with change
- Mentoring skills
- Quality Focused
- People Skills
- Understanding the need for accountability

Suggested Performance Measures

- Completion of Work Plan milestones
- Timekeeping and Punctuality
- Work Attendance

Additional Requirements

- This post is subject to an enhanced DBS check
- The post will be primarily home and community based with occasional office work
- Any other duties commensurate with the grade and responsibility of this post.