

Employer Engagement Facilitator

Job Description

Job title	Employer Engagement Facilitator
Accountable to	Senior Leadership Team - Programme Manager
Base	Dependent on home location. Our office is in Chesterfield. Hybrid and flexible working options are available.
Salary	£25,000 FTE (pro rata £15,000)
Working hours	22.5 hours per week (0.6 FTE). Some evening work may be required to support events and employer engagements. Flexi-time and TOIL arrangements are available to support work-life balance.

About DEBP

At DEBP, we empower young people by connecting them with inspiring employers who help them explore future careers, develop confidence and understand the world of work. We work collaboratively with schools, employers and local partners to create meaningful encounters that broaden horizons and raise aspirations.

Purpose of the Role

The Employer Engagement Facilitator will build and maintain positive relationships with employers, develop new contacts through networking and support employers to engage meaningfully with DEBP programmes and learners. The role will provide practical support for employer visits, activities and events, including accompanying learners into workplaces, participating in activities alongside them and helping them engage confidently and safely. Working closely with employers, schools and DEBP colleagues, the Employer Engagement Facilitator will help coordinate activities, follow up opportunities, gather feedback and maintain accurate records to support effective employer engagement and positive experiences for learners. This role will work collaboratively with DEBP's Employer Engagement Coordinator.

Key Areas of Responsibility

1. Employer Relationship Building

- Build positive and professional relationships with new and existing employers.
- Maintain regular contact with employers before and after activities to support a positive experience.

- Help employers understand the practical ways they can support learners and DEBP programmes.
- Identify possible employer contacts and opportunities.
- Support ongoing employer involvement through effective communication and follow-up.

2. Networking and Promoting DEBP

- Attend business, community and employer networking events to represent DEBP and develop contacts.
- Introduce DEBP's work clearly and confidently to employers and potential partners.
- Follow up new contacts and record relevant information.
- Contribute information, examples and feedback that can be used in case studies, newsletters and social media.
- Promote an inclusive and positive approach to engaging young people and learners with employers.

3. Supporting Learners and Employer Visits

- Accompany learners on visits to employers, workplaces, events and other employer-led activities.
- Provide practical support and encouragement to help learners participate confidently and safely.
- Take part in activities alongside learners and help them understand expectations within employer and workplace settings.
- Work with DEBP colleagues and employer representatives to help visits and activities run smoothly.

4. Supporting Employer Activities

- Assist with the practical organisation of employer visits, workshops and events.
- Confirm arrangements with employers, learners, schools and DEBP colleagues.
- Help prepare resources, attendance information and other materials needed for activities.
- Support delivery on the day, including welcoming participants, assisting with activities and responding to practical issues.
- Gather feedback from learners and employers.

5. Administration and Record Keeping

- Keep accurate and timely records of employer contacts, visits, activities and agreed follow-up actions.
- Update DEBP systems in line with agreed processes.
- Provide routine information to colleagues to support programme reporting and employer engagement.
- Handle personal and organisational information appropriately and in line with DEBP policies.

Environment and Travel

This is a flexible role involving a blend of office-based work in Chesterfield, remote working and regular travel to employers, schools, events and partner locations across Derbyshire, Derby, Nottingham and Nottinghamshire.

A full, clean driving licence and access to a car are essential to fulfil the requirements of this role.

Safeguarding

- This position requires an enhanced DBS check for working with children and vulnerable adults.

What We're Looking For

- Passionate about supporting young people's aspirations and career development.

- Confident in attending networking events and speaking to new contacts.
- Friendly, professional communication and relationship-building skills.
- Confident accompanying and supporting learners in schools and workplace settings.
- Ability to communicate appropriately with learners, employers, and schools,
- Good organisation and attention to detail, with the ability to follow through on agreed actions.
- A practical, flexible and calm approach to supporting visits, events and activities.
- Ability to work collaboratively, follow agreed procedures and know when to seek guidance.
- Confident in using digital systems to maintain accurate records.

Why Join Us?

- Be part of a mission-driven organisation making a real difference to young people's futures.
- Hybrid working and flexi-time arrangements.
- Opportunities for professional development and networking.
- A supportive team culture and collaborative working environment.
- A varied role involving learners, employers and communities across the region.

Inclusion Statement

We welcome applications from people of all backgrounds and experiences. If you believe you have the skills and enthusiasm to succeed in this role, we would love to hear from you.