

JOB **Vacancy**



HIRE Delivery Officer

Job Title	HIRE Delivery Officer
Hours	18.5 hours per week
Working Days	Monday to Friday (working days to be agreed with successful applicant)
Salary	£ 13,750 per year
Pension	5% matched employers pension contribution
Contract	Fixed term for 12 months
Paid Holiday	17.5 days per year (including Public Holidays)
Location	Employed from The Atkins, Lower Bond Street, Hinckley, LE10 1QU but working remotely around Leicestershire & Rutland

Job Brief

We are looking for someone to deliver our successful Helping to Improve Rural Employability (HIRE) project, specifically focussing in the North West Leicestershire District. HIRE has been created to offer employability support to those who are long term unemployed or looking to return to work.

In the role you will work to find, reach, and encourage people to take their first steps toward employment such as job search, training, or volunteering. You will provide regular one to one mentoring, and offer support with tasks such as job applications and creating a CV.

Job Responsibilities

HIRE DELIVERY OFFICER

1. Take on responsibility for the successful delivery of HIRE in North West Leicestershire, with support from our HIRE Delivery Lead, and in line with the requirements of our project funder.
2. Complete all monitoring and project impact reports as required.
3. Be the primary contact and liaison point for HIRE project delivery and monitoring in North West Leicestershire.
4. Ensure all RCC policies and procedures are followed and effectively applied to delivery of the project in North West Leicestershire.
5. Support colleagues with the delivery of HIRE and other employability projects, as delegated by the HIRE Delivery Lead or our Operations Manager for Community Facilities & Services.
6. Complete other project delivery and/or administrative duties as delegated.

How to apply

Applications welcomed until 9am on Wednesday 15th May

To apply please visit complete an application form:

<https://forms.office.com/r/1xhWVUu1r9>

Successful candidates at application stage will be invited to an interview at our offices in Hinckley week commencing Monday 20th May.