**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Green Skills Hub Co-ordinator | **Grade**: SO1 |
| **Section: South London Partnership** | **Directorate:** Chief Executive |
| **Responsible to following manager:** MCA Hub Strategic Lead | **Responsible for following staff: N/A** |
| **Post Number/s:** R180304 | **Last review date:** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Background**

The South London Partnership boroughs of Croydon, Kingston, Merton, Richmond and Sutton and neighbouring borough Wandsworth have joined together to develop the South London and Partners Green Skills Hub. The Hub will support people and businesses connect to green skills training and jobs across south London.

The Green Skills Hub focuses on supporting Green Construction, Green Spaces, Waste Reduction and Recycling.

The UK has a legally binding target of greenhouse gas emissions reaching net zero by 2050 and 40% of those emissions are produced by construction and the built environment. The need for Greener Buildings does not escape the Governments 10 Point Plan. The UK Green Building Council estimates that up to 95% of emissions from the built environment over the next 30 years will come from buildings that exist today. Using data from the Climate Change Committee’s balanced scenario, it’s suggested that an additional 350,000 workers will be needed in the sector by 2028.

This clearly is an opportunity for the sector to grow, diversify and introduce fresh ideas as people from other sectors and underrepresented groups discover their futures in green construction.

Skills Training is often demand led and therefore a time lag in supply creating skills shortages which could easily cause delay to decarbonisation aspirations. The hub will harmonise demand for skills with availability of skills and raise awareness of the opportunities, equipping them with the skills needed to retrofit the 660,000 homes in south London.

The Green Skills Hub will also strengthen the pathways for residents into sustainable jobs in the Green Skills Sector through training and access to jobs on developments in local areas, with a particular focus on increasing opportunities for priority groups and improving diversity of the sector.

Operating across the six boroughs of Croydon, Sutton, Merton, Kingston, Richmond and Wandsworth, the South London Partnership aims to deliver a cohesive route of employer led brokerage support which will train South London residents to gain the skills they needed to access construction sector vacancies.

**Job purpose**

This new role is responsible for developing, brokering and maintaining strong relationships between employers, boroughs and training providers, to support residents gain skills needed to work in the Green Skills industry. And to support the delivery of training programme that will help people into good jobs.

The South London Partnership are looking for a Green Skills Hub Co-ordinator, with experience of working within the sustainability and/or skills industry, to identify potential employment, work experience, apprenticeship and traineeship opportunities in the green sector and to ensure that the future workforce have the skills required to access green jobs.

The postholder will be responsible for developing the green skills and sustainable construction offer across the region and widen accessibility by:

1. working directly with employers to identify current and pipeline demand for green skills – focus on sustainable construction, reuse recycle and green space.
2. bringing together awarding organisations, training providers and employers to support the development of new demand led accreditations
3. working with the green skills lead to develop new training opportunities, funded or otherwise
4. supporting the delivery of programme outputs

**Specific responsibilities:**

The Green Skills Hub Co-ordinator will be responsiblefor:

* liaising with local developers, businesses and job brokerage services to identify job vacancies, apprenticeships, traineeships or work experience placements in sustainable construction and the green sector, and match employer requirements to potential candidates
* supporting training providers to identify suitable, good and sustainable job opportunities for learners on Adult Education Budget training.
* preparing regular reports for the Green Skills Lead on the Hub performance, in accordance with the Greater London Authority (GLA) funding agreement
* working with the Hub Engagement and Inclusion Officer to meet programme outputs and support in gathering data and produce monthly data reports, to fulfil the requirements of the GLA Funding Agreement
* maintaining a good knowledge of current green skills training opportunities, as well as advice and guidance, CV preparation, job readiness preparation and personal development courses
* understanding and building local intelligence on the pipeline developments and inform providers of the skills forecast, so providers can prepare suitable training opportunities. This includes connecting with the wider landscape e.g., through Green Homes Grant Local Authority Delivery Schemes – partners include the GLA, the Greater South East Energy Hub, Happy Energy, Warm Works, etc.), and linking in with housing providers to understand their retrofit plans and skills needs in the sub-region (e.g. in the context of the Social Housing Decarbonisation Fund).
* support to develop and effectively deliver projects and programmes that assist people into employment in green skills, promoting programmes that ensure an integrated and co-ordinated approach to meeting current and future skills needs of businesses and improve access for local residents in existing and future employment opportunities.
* working with the Green Skills Lead and the Mayors Construction Academy Hub team to promote the breadth of opportunities in green skills across a wide range of communities
* identifying gaps in the green skills provision and working collaboratively with the MCA Hub to develop and/or commission specific training opportunities with training provider partners
* completing training needs analysis with developers, construction companies and contractors to identify the training need and upskilling opportunities for existing employees
* identify and represent the Green Skills Hub at relevant pan London and local events, both virtually and in person, as appropriate
* ensure that the Green Skills Hub integrates with and links to existing employment support programmes which includes and is not limited to Work and Health Programme, Job Entry Targeted Support programme and Restart
* promote and encourage employers to utilise the Workforce Integration Network toolkit to help create a more diverse workforce

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

**Team structure**

For the current structure please go to The Loop.

*When advertising externally please add the current team structure here and remove the sentence above.*

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A & I/T/C** | |
| **Knowledge** | | |
| Knowledge of green skills related professions and the qualifications needed to work in those professions. | A/I | |
| Knowledge of levels of academic attainment and academic progression pathways for learners in construction | A/I | |
| Knowledge and understanding of the role of employers in understanding the issues facing new recruits when entering the labour market after a period of unemployment. | A/I | |
| **Experience** | |  |
| Successful experience of developing sustainable and effective partnerships with businesses, training providers and other public and private sector organisations |  | |
| Experience of developing, maintaining and updating information databases | A/I | |
| Experience of business development with the ability to identifying new opportunities with green employers, developers, construction companies and education providers | A/I | |
| Experience of working with training providers, to identify training opportunities and developing training courses | A/I | |
| Experience of working with employers to identify and respond to skills challenges and to identify their recruitment needs, negotiate training & employment opportunities and develop programmes to encourage employment sustainability. | A/I | |
| **Skills** | | |
| Effective project co-ordination skills which ensure you can manage multiple projects with multiple deadlines | A/I | |
| Exceptional interpersonal and relationship management skills, a skilled influencer and negotiator, able to achieve outcomes through positive partnership working | A/I | |
| Excellent written and verbal communication skills, in a wide variety of contexts and at different levels | A/I | |
| A proactive outlook with an ability to prioritise and schedule effectively to manage a dynamic workload and meet internal and external deadlines to balance competing priorities | A/I | |
| Creative thinking and problem solving including the ability to improve services, develop new ways of working, and find appropriate solutions to complex issues | A/I | |
| **Qualifications** | | |
| Experience which demonstrates the ability to work across multiple organisations and developing strong partnerships and connecting people, businesses and communities | A/I | |
| **Other** | | |
| Willingness to travel across sites and work flexibly as required | A/I | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**