

Bernicia Group Role Profile

Title: Employability Business Partner

Reporting to: Employability Manager

Date: March 2026

Purpose

To develop and deliver Bernicia's employability programme.

Work closely with business leaders, education providers and support agencies to deliver employability outcomes for young people and local residents.

Develop links with funders, agencies and businesses to ensure the service is at the heart of community investment activity in the region

The Business Partner is the link between education agencies, trainees and employers. They will support trainees in preparing for and sustaining employment. They will assist businesses in identifying and supporting new recruits to ensure they sustain their employment.

Accountabilities

Operational

- Deliver programmes that encourage people in education to understand the world of work and the range of opportunities available. Work with them to develop their confidence and aspiration. Support the Employability Manager in designing and reviewing programmes.
- Deliver programmes that provide skills training, linked to job opportunities, which support people into work. Support the Employability Manager in designing and reviewing programmes.
- Lead the recruitment of trainees, managing their training experience and progress. Understand their needs and aspirations, supporting them to find employment. Monitor their progress to ensure they sustain their employment, providing additional support where required.
- Develop links with employers, education services, training providers, specialist support groups and agencies to understand recruitment needs. Work with them to create job opportunities for programme service users and to identify sectors for growth.
- Identify and recruit new employer partners, ensuring they have appropriate employee support processes to meet trainee development needs. Support

employers during placement, agreeing trainee progression plans and arranging additional interventions as required.

- Encourage inter-employer links and facilitate events. Network with employer groups and support groups. Promote the service and its successes
- Support the Employability Manager in managing training provider relationships and performance.
- Manage a reporting framework which measures success against a range of targets, identifies social value outcomes and meets the needs of funding partners. Use and understand methodologies for measuring social value.
- Collaborate with colleagues delivering Bernicia led employability programmes and community investment activities. Advise on best practice and support links with external stakeholders.
- Support delivery of Bernicia's Apprenticeship and Work Experience programmes, coordinating recruitment, training, performance review and pastoral care. Liaise with line managers to monitor ongoing performance and training needs.

Strategic

- Contribute to achieving Bernicia's social value objectives and the aims of the Community Investment Strategy.
- Contribute to creating a high performance and innovative culture within your team and with stakeholders, driving the skills agenda.
- Keep up to date with legislation, funding programmes and employability sector trends, integrating them into the service delivered. Explore opportunities for external funding and partnerships.

Corporate

- Act as a brand ambassador, contributing to raising Bernicia's profile amongst organisations and individuals likely to assist in achieving Bernicia's vision.
- Ensure policies are in place to meet the needs of service users and stakeholders. Understand the practical application of Bernicia's Equality Diversity and Inclusion Policy and Safeguarding Policies.
- Implement an appropriate system for identifying, appraising and managing risks in your service area, consistent with Bernicia's risk management strategy.

The above list is not exhaustive and your role will certainly change over time reflecting the changing needs and activities of the organisation and our commitment to making best use of

new technology and continuously improving the way we do things. You must therefore be committed to personal development and to becoming multi-skilled in order that you can adapt to and welcome constant change in the effort to achieve the stated aim of “making continuous improvements in the efficiency and effectiveness of our use of resources”.

All staff are encouraged not to ignore work at the boundaries of their specific role, but to take “ownership” of any issue with which they become involved, ensuring that all matters are brought to a satisfactory conclusion. This includes identifying any risks involved in the day to day responsibilities of the role and taking action to mitigate those risks.

You must carry your duties with full regard to the Bernicia Way and must draw to your manager’s attention any unsafe working practice/conditions.

Essential/Desirable Skills & Experience

Essential criteria:	Desirable criteria:
Experience of delivering and operating education programmes	Experience of delivering employability programmes
A proven track record of networking and developing relationships to advance business needs	A proven track record of operating within external funding programmes and reporting outcomes
Experience of working independently across multiple sites and projects, planning workload and managing work in progress pipelines	Track record of meeting targets and taking action to address under performance
Track record of delivering pastoral support	Experience supporting care experienced young people
IAG Level 4 or equivalent	Experience of Apprenticeships
	Experience of budget monitoring and recording
<p>Signed by Post holder..... Date</p> <p>Signed by Manager Date</p>	

Values	
Value	Expectation
Customer Focussed	Because we care about our customers, how we do things is as important to us as what we do. We understand our customers and deliver great customer service.
Teamwork	We work together, across boundaries, to meet the needs of our customers and help the organisation to be successful.



Integrity	We uphold the highest standards of integrity in all of our actions.
Respect for People	We value our people, encourage their development and reward their performance.
Leadership	We provide strong corporate governance and leadership which is out-come focussed.
Accountability	We are personally accountable for delivering on our commitments.
Behaviours (to be included when we have framework)	
Behaviour	Expectation