



Brief and Specification for Recruitment Coordinator (Freelance) to support the Action Halifax Future Leaders Programme

Introduction: About Action Halifax

The Action Halifax Partnership was formed to manage the Government's Single Regeneration Budget (SRB) (through Yorkshire Forward, The Regional Development Agency for Yorkshire and the Humber) - £13.75 million of grant funding awarded to Calderdale in August 2000. We were then appointed to manage the European Community funded URBAN II Programme – Halifax: An Enterprise Town with Grant of £7.7 million - in 2001. Both these grant programmes underpin the economic, social and physical programme of regeneration work undertaken by Action Halifax.

Through the above programmes we are now working with a range of partner organisations to deliver more than 50 projects, with more in the pipeline. Please refer to the enclosed Annual Report which gives a taste of the range of activity in which we and our partner organisations are involved.

In 2003 Action Halifax secured funds through the Home Office Community Cohesion Fund to hold a number of key events in Halifax, the main aim of which was to bring communities together at a variety of levels.

Action Halifax prides itself on delivering its services to the highest standards whether we are managing Government Office and Yorkshire Forward contracts, managing and/or delivering project activity or undertaking any other activity we are involved in. This means maintaining the highest level of standards and quality throughout our work. As a result of our continuing to deliver to excellence standards we are now a widely recognised organisation which continues to develop links nationally and throughout Europe.

In addition to our widening portfolio, in January 2006 we became the licensed operator of Calderdale Cares which involves working with large, medium and small enterprises/ businesses. A Calderdale Cares supplement is enclosed for your information.

Most recently, we have been commissioned by Government Office to manage the Future Leaders Programme (FLP) which aims to target individuals who face barriers in developing as managers and leaders of the future. It is due to this

latest opportunity that we seek a recruitment coordinator to support elements of the Future Leaders Programme (FLP).

The Future Leaders Programme

This project is designed to meet the emerging gaps in the labour market by training 40 people living and working in Calderdale in leadership and management skills resulting in the individuals obtaining a management qualification (Equivalent to NVQ Level 4) and experience of management roles within different sectors equipping them to become future leaders locally and/or regionally.

In Calderdale and regionally there are many people who are inactive in the labour market with valuable past experience and skills in the management field giving them the potential of become future leaders. However due to individual circumstances, lack of perceived skills and qualifications and issues in relation to confidence, we are losing a wealth of experience/ skills in the labour market. Additionally, there are also individuals in existing employment who aspire and have the potential to become future leaders/managers, however issues in relation to time and resources to re-train/re-skill themselves cause many to remain stagnant in existing occupations.

The region is experiencing a time of great change with the shift from the industrial structure to an increased demand for more high skilled workers. There is a growing concern that with this increasing demand the region still has a lower share of employment in high skilled occupations than the rest of the UK (34% compared to the UK at 38%). Lack of individuals with management skills have been highlighted as a key barrier to business growth and regional competitiveness. This programme will have a direct impact on supporting this emerging gap by growing future leaders. Additionally the Regional Economic Strategy review in 2005 notes the need for improved skills for managers raising NVQ Level 4 (or equivalent) qualifications from 37% on 2004 to 45%. This programme will directly have a positive impact in contributing to this objective.

The project aims to target the following groups who may be experiencing key barriers to entering and/or progressing into future management roles:

- a) Women and men wishing to return to employment from caring for children or other dependents. This group of people may have held supervisory or management roles in the past however on their return may feel that their skills and qualifications need updating, confidence issues may need to be tackled, etc. before they re-enter the labour market;
- b) Individuals already in employment who are stagnant in their current position and who may have aspirations of moving into a management position. This group although active in the labour market have the motivation and potential to make a greater contribution to the economy by re-skilling and updating qualifications.
- c) The target groups include those who are aged 50+, disabled people, individuals from minority ethnic backgrounds and people who may be on

incapacity benefit. This group of people are to an extent excluded from being considered for professional and management positions. Many of these groups are inactive in the labour market due to perceptions based on capability, adaptability and performance. However, many from these groups often have skills and experiences that are valuable and a benefit to the economy. With an element of re-skilling and updating qualifications this group of people in particular could make a positive impact to the regions economy.

Once recruited onto the programme participants will embark on a comprehensive management course (equivalent to NVQ Level 4) with work shadow placements built into the provision to promote aspects of management in the various employment sectors. The skills and qualification obtained will help to enhance individual's knowledge and confidence levels through the support mechanisms in place. The programme will cultivate individuals to consider the various sectors and enable them to identify areas they wish to enter. Outcomes include individuals being appointed in management positions, taking up a higher management qualification or even considering setting up their own business.

Recruitment Coordinator - Specification and Required Outcomes:

A recruitment coordinator is required for a period of time to support the recruitment and induction of individuals onto the Programme. As part of the brief the appointed coordinator will be required to understand and support the ethos of Action Halifax to help maintain quality standards in delivering the contract and will be expected to carry out the following duties:

- To support the co-ordination of the project to ensure optimum awareness and interest in the programme by the public is achieved.
- To help market and promote the Future Leaders Programme alongside Action Halifax staff by actively liaising and working with key partners and organisations who may have access to individuals with potential to participate in the programme.
- Upon a requisite number of individuals expressing an interest, the appointed consultant to organise a high profile and quality event to support the interview and shortlisting process of final candidates.
- To support the administration and induction process following shortlisting of candidates liaising with key partners as necessary.
- Alongside Action Halifax staff, ensure that the programme receives maximum coverage through a range of media and that Action Halifax is fully recognized in all publicity as the managing body, the European Social Fund is acknowledged as the funding body and any other key partners are noted in all documentation and publicity.

This list is not exhaustive. As the project progresses, there may be scope for further work to place candidates with businesses as part of the work placement element within the programme. We will expect tenders to provide detailed information on previous similar experience of working with a range of people and organisations.

Method of Work:

The successful candidate will be expected to attend scheduled meetings including all project steering group meetings and any ad hoc meetings as necessary. Consultation and support will to a minimum extent be acceptable by email; however we will expect the appointed consultant to play a practical role in the promotion and coordination of the programme to actively recruit individuals onto the programme. The consultant will be expected to work with Action Halifax staff through a series of contact hours to ensure that results are being achieved and delivery standard as part of the organisation is maintained.

A draft activity chart is enclosed. A firm schedule of meetings and detailed programme of work will be agreed following appointment of the coordinator. The coordinator will be primarily accountable to the Chief Executive.

Management and Contact Arrangements:

The appointed coordinator will work with and support the Action Halifax Programme Manager in charge of the Future Leaders Programme and any other members of Action Halifax staff as appropriate.

Timescale:

The coordinator will be appointed on a six month contract. Subject to future programme needs, further work becoming available under the programme and satisfactory review of performance the contract may be extended by negotiation.

Method of Appointment:

The closing date for receipt of expressions of interest is **12.00 noon Friday 21 July 2006.**

Expressions of interest must include:

- Details of relevant knowledge and experience/track record in relation to working with local communities, organisations and the business community;
- Indicative details as to how the programme can be promoted to ensure greater awareness within local communities/ businesses to ensure that those from the target groups expressed above take up places on the programme;
- Membership of professional bodies
- Curriculum Vitae
- Contact details for two referees

Interviews will be held week beginning 31st July 2006.

Fee: The available budget is £10,000 for a period of 6 months (this will include all expense costs related to the work undertaken by the coordinator). Tenders must specify approach and methodology and include a detailed breakdown of the costs contained within the tender price.

A schedule of payments will be agreed upon commissioning.

Individuals

Rob Clegg
Jackie Hancox
Deborah Mavrohannas
Jenny Lynn
Adrian Nixon

Organisations

VAC
Halifax Works
HOT
NHP
Community Foundation
Calderdale College
Business Link
West Yorkshire Enterprise Agency
Mid Yorkshire Chamber of Commerce
Calderdale Council
Workwise