

Job Title: Employee Engagement Specialist
Location: Aspire House, Eastleigh
Working Hours: 37 Hours per week
Working Pattern: Hybrid – Office (2 days), Home (3 days)
Salary: £31,096

Vocational Training Charitable Trust (VTCT) is a specialist awarding organisation (AO) and current market leader in the Hair and Beauty sectors. Launched in 1962, it offers vocational and technical qualifications, including apprenticeships, in a range of service sectors. We work with several other brands under the VTCT umbrella, Skillsfirst, supporting the Early Years, Business and Management and Health and Social Care sectors and iTEC, our premium brand taking the organisation to a global field.

We are always looking out for exceptional talent to join us; so if you are passionate about education and want to work in a vibrant environment with people who believe in our mission to advance education for the public benefit, please apply and support our charitable objective; the advancement of education in the UK and internationally.

The Employee Engagement Specialist works closely with the whole HR team in order to support internal communications and with the organisation in order to develop and enhance employee engagement. This role would support a vibrant person focused who loves organising activities and getting themselves, as well as others involved.

Our core values can be found on our website: https://www.vtct.org.uk/wp-content/uploads/2022/05/Strategy-2021_v0.25-FINAL-1.pdf

Benefits *(Please enquire if you would like more information about these before you apply):*

- 26 days annual leave, rising to 27 after 2 years. With an extra day for your birthday
- Life assurance 4* salary
- Flexible working arrangements
- Enhanced sick pay benefits and enhanced pension contributions
- Retail discount offers
- Cycle to work scheme
- Employee assistance programme
- Wellbeing initiatives and support
- A vibrant array of social opportunities
- Free parking, free tea and coffee and free fruit!
- Healthcare services worth up to £1,400 and access to 24/7 GP services
- Regular massages for office staff
- Wide array of training and development opportunities.

Principal Responsibilities include *(Full job description is available upon request):*

- Manage a workforce engagement strategy, in conjunction with the Head of People & Development aligning communications, learning and development and cross-organisational events
- Looking at the People@VTCT strategy and Investor in People accreditation to promote the business
- Design of a holistic approach focusing on employee motivation and well-being, and helping employees understand their contribution to the organisation's purpose, objectives and culture
- Ensure the development and delivery of effective engagement tools, and that they are developed, maintained and evaluated to ensure effectiveness.
- Support organisational change by creating effective internal communications strategies and ensuring best practice.
- Alongside CLT and HR colleagues help create an environment and culture of trust and where individuals can be themselves and be supported to work at their best.
- Co-ordinate and evaluate the effectiveness of the Employee Rewards and Recognition benefits.
- Taking a lead role in designing approaches to communications which provide an employee voice
- Work with the HR Team to ensure we offer an engaging on-boarding programme.
- Reviewing management practices and their impact on the employee experience, reporting findings to Head of People & Development.
- Support in designing e-learning

Essential Criteria *(as part of our commitment to support people with disabilities, anyone with a registered disability who meets this criteria will be offered an interview. Please make us aware if this applies to you):*

- Level 3 CIPD qualified or working towards Level 5
- 2 years' experience in Employee Engagement position
- Proven experience in internal communications and/or workforce engagement
- Experience in facilitating events to meet corporate and/or service area requirements
- Experience in developing and managing a range of internal communications tools for different audiences and purposes, including publications, intranets, e-communications and social media.
- Effective presentation skills
- Excellent interpersonal, influencing/negotiating skills

Desirable Criteria:

- Mental Health First Aider qualification
- Experience in facilitating two-way communication
- Experience in conducting and analysing effective qualitative and quantitative research to improve employee experience and/or internal communications

Please submit your CV and a covering letter (optional) to recruitment@vtct.org.uk to start the application process. Once you have applied we will get in touch after the advertising has closed to let you know if you have been shortlisted for interview. If you are not contacted after this time you should assume you were not successful this time; we cannot give feedback on this due to the volume of applications.

Application closing date: 5th September 2022

Interviews for this role are ongoing throughout the application timeframe and beyond

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

The group of VTCT companies includes: the charity VTCT through which main Board business and governance is transacted; Skillfirst; and EMS Ltd, t/a ITEC, a wholly owned trading subsidiary of VTCT.