

**JOB DESCRIPTION**

**LSIP Employer Engagement & Project Coordinator**

**Full Time | Fixed Term to 30 September 2025**

**Salary: £32,000 FTE**

**About this role**

The role is a key account management position that provides essential leadership in business engagement and relationship development for the LSIP programme.

It combines employer engagement with structured project coordination responsibilities to ensure efficient, timely, and goal-oriented delivery of the programme's objectives. This will involve working closely with employers, project team members, training providers, academic institutions, and key stakeholders across various industry sectors within the project area.

**Key Responsibilities**

• Lead the planning and delivery of employer engagement activities, including 1-1 meetings, sector-based discussions, and presentations to key audiences.

• Work with the LSIP team to design, implement, and monitor the business engagement strategy and plan, collaborating with the wider Chamber team to encourage and secure employer involvement in the LSIP programme.

• Manage timelines, deliverables, and progress tracking for the business-facing elements of the LSIP project, ensuring alignment with the overall LSIP project plan through to September 2025 (Stage 2).

• Act as a point of contact for project stakeholders, promoting the Local Skills Improvement Plan to a range of relevant audiences.

• Oversee the delivery of LSIP-associated business events, from planning and logistics to delivery, ensuring alignment with LSIP priority sectors.

• Identify opportunities for joint initiatives and collaboration with stakeholders to promote the skills agenda.

• Monitor and analyse local and national developments in the skills system, sharing insights with the team to inform the project direction.

• Support promotion of LSIP workstreams and milestones through social media and other communication channels.

• Undertake other tasks as required to ensure successful delivery of the LSIP and support the Chamber’s broader growth strategy.

**Person Specification – LSIP Employer Engagement & Project Coordinator**

**Essential:**

* Proven experience in successful employer engagement, partnership development or business development
* Track record of building and maintaining professional relationships with external stakeholders
* Understanding of the local employment landscape and understanding of the skills employers seek in employees
* Strong networking and relationship-building capabilities Strong organisational and time-management skills
* Ability to plan and deliver engagement events and activities
* Strong organisational and project management skills
* Confidence using CRM systems, databases and Microsoft Office tools
* Proactive, self-motivated, flexible and adaptable.

**Desirable:**

* Experience working in a careers service, education, training or employability-focussed environment
* Knowledge of apprenticeships, T-levels and other qualifications
* Degree or Level 3-equivalent qualification
* Strong network of employers within the Liverpool City Region
* An understanding of Further Education provision within the Liverpool City Region