

## Supported Employment Manager

### Job Description

Location	Extensive travel throughout Carmarthenshire, Ceredigion, Pembrokeshire and Powys
Reporting To	Antur Cymru
Terms and duration of Contract	Full Time to the 30 <sup>th</sup> October 2029
Salary	£34,000 per annum

### Overview of the Partnership

Porth Gwyrdd - Green Gateway - is an ambitious five-year initiative designed to inspire, engage, and support marginalised 16-30-year-olds in Mid and Southwest Wales into sustainable, green careers. The project is co-designed with and for young people who are disabled and/or from diverse ethnic communities, particularly women, those at the margins of education and employment, on low incomes, and living in rural areas. The partnership is led by Foothold Cymru in partnership with Antur Cymru, Menter Gorllewin Sir Gâr, and PLANED, working across Carmarthenshire, Ceredigion, Pembrokeshire, and Powys.

### About the Fund and Its Ambitions

The Porth Gwyrdd project is funded by the Welsh Government's Dormant Funds Green Careers Programme and is managed by the National Lottery Community Fund in Wales. The fund aims to:

- Increase awareness of green careers among young people, especially those who are disabled or from diverse ethnic communities.
- Support these young people into green careers through skills development, work experience, and long-term employment.
- Equip employers to provide inclusive opportunities.
- Share learning to influence policy and practice, driving innovation and inclusion in the green economy in Wales and beyond.



## Role Purpose

The Business Advisor at Antur Cymru will play a pivotal role in the Porth Gwyrdd Green Careers Project, leading business engagement and support activities across Carmarthenshire, Ceredigion, Pembrokeshire, and Powys. The Advisor will recruit, train, and support employers to provide inclusive green career opportunities for young people aged 16-30, particularly those who are disabled and/or from diverse ethnic communities. This role is central to building employer capacity, fostering inclusive workplace practices, and ensuring high-quality, sustainable placements in the green economy.

## Key Responsibilities

### Employer Engagement and Recruitment

- Identify, recruit, and build relationships with 350 employers across the region to host paid placements, internships, and volunteering opportunities for young people in green sectors.
- Promote the business case for inclusive employment and the benefits of engaging with the Porth Gwyrdd programme.
- Match young people to suitable placements based on their skills, interests, and needs, in collaboration with Job Coaches and project partners.

### Business Support and Training

- Deliver training to employers on equality, diversity, and inclusion, including best practices for workplace accommodations and accessibility audits.
- Provide guidance on implementing inclusive recruitment, onboarding, and mentorship programmes.
- Facilitate mentor training for employer staff to ensure effective in-work support for young people.

### Workplace Readiness and Culture Change

- Conduct light-touch accessibility audits and provide recommendations for reasonable adjustments.
- Facilitate networking events and forums for employers to share best practices and collaborate on green employment initiatives.

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- Encourage and support employers to become Disability Confident and adopt Good Youth Employment Standards.

### Ongoing Employer Support

- Act as a key point of contact for employers throughout the placement lifecycle, providing ongoing advice and troubleshooting as needed.
- Collaborate with Job Coaches to ensure successful workplace integration, regular progress reviews, and sustained support for both employers and young people.
- Signpost employers to additional resources and funding.

### Monitoring and Reporting

- Maintain accurate records of employer engagement, placements, and outcomes using project CRM systems.
- Gather employer feedback to inform continuous improvement of the project's business support offer.
- Contribute to the dissemination of learning and best practice through events, the project Playbook, and policy briefings.

### **Impact and Outcomes**

- Increased employer capacity to provide inclusive green career opportunities.
- Improved employer confidence and skills in supporting diverse young talent.
- Sustainable, high-quality placements and positive employment outcomes for young people.
- Contribution to culture change and policy development around inclusive green employment in rural Wales.

### **Reporting and Collaboration**

- Reports to: Porth Gwyrdd Project Management Team (Antur Cymru)
- Works closely with: Job Coaches, Engagement Officers, Foothold Cymru, Menter Gorllewin Sir Gâr, PLANED and other stakeholders.

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## Person Specification

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### Essential

- Proven experience in business engagement, employer support, or advisory roles, ideally within skills, employability, or the green economy
- Experience in partnership working and relationship management across sectors
- Experience working with young people with additional needs or from diverse backgrounds
- Strong understanding of equality, diversity, and inclusion in the workplace, including reasonable adjustments and accessibility
- Excellent communication, advocacy, and organisational skills
- Ability to deliver training and facilitate workshops for employers
- Commitment to equality, diversity, and inclusion, with a strong understanding of the barriers faced by disabled young people and those from diverse ethnic backgrounds.

### Desirable

- Familiarity with supported employment programmes
- Knowledge of the green economy and sustainable business practices
- Welsh language skills

### Other

- The partnership is committed to flexible working and supporting staff wellbeing.
- This post is subject to an enhanced DBS check.
- Full UK driving licence and willingness to travel across the four counties covered by the project.