

About us...



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – *what you need to know*

<p>Job purpose:</p>	<ul style="list-style-type: none"> - Supporting the career development and employability of individuals engaging with or working for our Society. - Developing and delivering programmes that build confidence, inspire ambition, and equip participants with the knowledge and skills to pursue meaningful careers - whether within our organisation or the wider industry.
<p>You'll report to:</p>	<ul style="list-style-type: none"> - Careers Development Lead
<p>Your hours:</p>	<ul style="list-style-type: none"> - 37.5 hours per week (FTE)
<p>Your relationships:</p>	<ul style="list-style-type: none"> - SME's, managers and colleagues across the Society. - Colleagues from across Lincolnshire Co-op, including People, Talent Acquisition, Communications, Health, Safety and Security among others. - Customers, clients, suppliers and stakeholders from local community groups.
<p>What you'll bring to us:</p>	<ul style="list-style-type: none"> - Experience in a careers, employability, education or talent development role, ideally within a retail, commercial or customer-focused environment. - Knowledge of early careers frameworks, work-based learning programmes or the principles of vocational and experiential learning. - Excellent interpersonal skills and the ability to engage and motivate a wide range of people, from school leavers to adult learners. - A strong understanding of the skills, behaviours and pathways associated with careers in the retail sector. - Confidence in presenting, facilitating workshops, and building relationships with internal and external stakeholders. - Strong organisational and time management skills, with the ability to balance delivery and administrative responsibilities effectively. - Good IT literacy, including Microsoft Office, online learning tools and communication platforms. - A commitment to continuous personal development and an alignment with our purpose and values. - A full UK driving licence and access to a vehicle for business use.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are

Your Purpose – *I will contribute to my team and the Society's ongoing success in this role by...*

Your duties and responsibilities:

- Delivering personalised, practical and impartial careers guidance to individuals exploring opportunities in the retail sector, helping them make informed decisions about their futures.
- Co-ordinating work experience, internships and job shadowing placements across our sites, ensuring participants receive meaningful exposure to roles and environments.
- Designing and delivering interactive employability workshops focused on CV writing, interview preparation, teamwork, communication and workplace readiness.
- Partnering with schools, colleges, universities and community groups to promote pathways into our careers and support our outreach and inclusion commitments.
- Developing resources and guidance materials tailored to our working environments, including career pathways and success stories.
- Liaising with leadership and management to identify suitable placement opportunities and to co-ordinate appropriate supervision and support for participants.
- Providing support to interns and work placement participants throughout their experience, offering coaching, feedback, and follow-up advice to aid progression.
- Engaging with colleagues to help them explore internal opportunities, such as apprenticeships or progression into team leadership roles.
- Maintaining accurate records of placements, feedback, outcomes and personal development plans in line with data protection and safeguarding policies.
- Promoting career activities and achievements internally and externally through communication channels such as newsletters, intranet, and social media.
- Building strong working relationships with People Services, Learning and Development, Talent Acquisition and Store Operations to align career services with business needs.
- Evaluating the effectiveness of employability programmes and contributing to continuous improvement through feedback analysis and stakeholder consultation.
- Supporting the delivery of retail career events, insight days and interactive sessions that highlight the diverse career opportunities within the Society.
- Contributing to the development of inclusive practices that widen access to career development opportunities across all communities we serve.
- Undertaking other duties aligned with the level of responsibility of this role that support the development of future talent within the organisation.

Together we THRIVE...



- **Trustworthy** – we do what we say we’ll do and trust others to deliver to the best of their ability
- **Helpful** - we support and challenge each other collaboratively, no matter the role or level.
- **Respectful** - we listen to other views and opinions with consideration and celebrate differences.
- **Inspiring** - we role model what good looks like and lead by example to be better.
- **Valued** - we recognise achievements and appreciate everyone’s contributions.
- **Empowered** - we listen and encourage each other to take opportunities.

Your Approach – *how you will contribute to your team and the Society’s ongoing success in this role.*

I will be trustworthy by:	<ul style="list-style-type: none"> - Meeting every deadline with accuracy and consistency. - Giving clear, reliable and lawful advice to others. - Handling sensitive information with full confidentiality. - Owning actions and following these up with integrity.
I will be helpful by:	<ul style="list-style-type: none"> - Supporting others with empathy, patience, and practical guidance. - Sharing knowledge and collaborating to achieve shared goals. - Responding positively and constructively to new requests or challenges. - Offering help proactively, even outside of formal responsibilities.
I will be respectful by:	<ul style="list-style-type: none"> - Listening actively and taking different views into account. - Treating all individuals with fairness, kindness, and understanding. - Celebrating difference and encouraging inclusive participation. - Communicating clearly and professionally at all times.
I will inspire others by:	<ul style="list-style-type: none"> - Leading by example through positivity, reliability, and enthusiasm. - Motivating others to realise their potential and pursue growth. - Bringing energy to group sessions and one-to-one interactions. - Encouraging innovation and fresh thinking in employability work.
I will value people by:	<ul style="list-style-type: none"> - Recognising contributions and achievements in meaningful ways. - Making others feel appreciated and supported in their roles. - Taking time to build relationships and show genuine interest in people. - Promoting a positive working environment that celebrates progress.
I will empower others by:	<ul style="list-style-type: none"> - Encouraging others to take responsibility for their development. - Supporting people to try new things and build confidence. - Providing space for individuals to voice ideas and take initiative. - Enabling others to grow by sharing insight, feedback and guidance.