



Working with Brokers

Guidance for Suppliers
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Introduction to brokers

This is a guide for suppliers who are awarded public sector contracts with social value requirements. This guide provides information on organisations who may be able to assist you in delivering your social value requirements.

Definition

Brokers are organisations in Northern Ireland who:

- can benefit from the social value initiatives public sector suppliers deliver; or,
- work with people who can benefit from the social value initiatives.

Brokers can help suppliers meet their Social Value requirements by:

- linking them with people who are eligible for employment and/or work placement opportunities
- supporting/mentoring people who are eligible for paid employment and/or work placement opportunities as they begin employment with a supplier
- facilitating a supplier's skills development and educational attainment initiatives
- being a Voluntary, Community, Social Enterprise or microbusiness which is eligible to receive business development and knowledge sharing support
- being a Voluntary, Community, Social Enterprise or microbusiness which has expertise in or can contribute to the development of Environmental strategies and initiatives, Health and Wellbeing strategies and initiatives, or Ethical supply chain strategies and initiatives.

The 'Find a Broker' section on the Social Value website

(<https://buysocialni.org/contractors/find-a-broker/>) helps suppliers who win public contracts find brokers who can assist them in delivering their social value requirements.

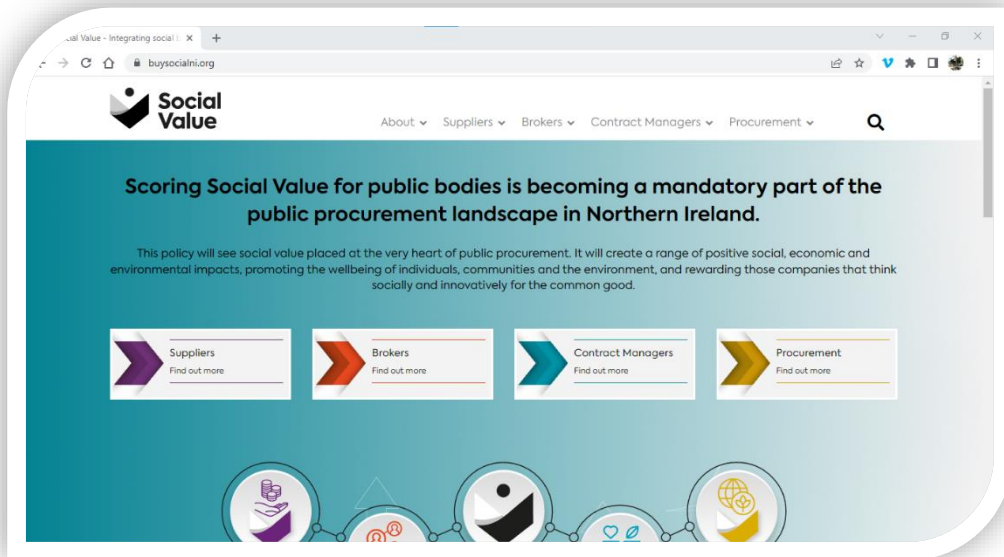
You should check your contract documents for full details of your social value requirements but, in general, social value opportunities should be notified to:

- one or more organisations registered on the 'Find a Broker' section of the Social Value website; and,
- paid employment opportunities should also be notified to www.jobcentreonline.com

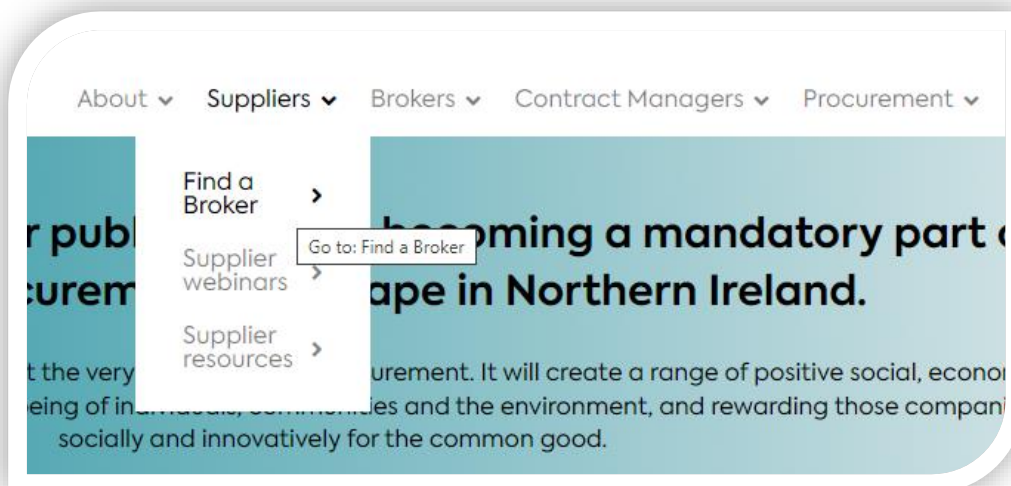
This guide will explain how to access the 'Find a Broker' section of the Social Value website and how to notify vacancies to www.jobcentreonline.com. It will also provide information on various other resources that can help suppliers connect with people to meet their contract's social value requirements.

Finding a broker

- Go to www.buysocialni.org



- Hover over **'Suppliers'** and then click on **'Find a Broker'** from the dropdown menu.



- Select the location where you are delivering the contract (if NI-wide, you can leave this unfiltered). You can also select the industry you work in, roles you are looking for and any priority groups with whom you specifically want to work.

You can filter results by one or more of the options below:

Select a Social Consideration:

All Considerations

Select a Priority Group:

All Groups

Select a Location:

All Locations

Select an Industry:

All Industries

FILTER RESULTS

Click 'Filter Results' when you are happy with the criteria selected. Your results will appear below the search bar.

- You can choose to view your results in Grid, List or Map view.

GRID VIEW

LIST VIEW

MAP VIEW

It is up to the supplier to decide who and how many brokers they work with. In our experience, building up a partnership approach with a few key brokers has worked well. For convenience, a draft template is provided in the next section, which you can use to start engaging with brokers.

Do you have a question?

You can contact the Social Value team via info@buysocialni.org

Template text for engaging with brokers

The text below is one example of what you could write when emailing the list of brokers returned from your search.

**COMPANY NAME* is *COMPANY DESCRIPTION* and we have recently been awarded *CONTRACT TITLE*.*

Having been awarded this contract, we would like to connect with people who:

[delete as appropriate]

- are long term unemployed*
- have a disability / are *insert priority group included on your contract**
- are located in deprived areas*
- are underrepresented in the *insert sector* sector*

Social Value requirements mean that suppliers who are awarded public contracts are required to deliver initiatives designed to:

- Increase secure employment and skills*
- Build ethical and resilient supply chains*
- Deliver zero carbon*
- Promote wellbeing*

More information on social value in public procurement can be found at

www.buysocialni.org.

We have the following opportunities available in relation to the contract:

-
-

*If your organisation is interested in finding out more and working with us, please contact ***.*

Check the details of your contract for which social value initiatives you can deliver and the eligibility criteria for each initiative.

Advertising a vacancy on JobApplyNI

All social value paid employment opportunities must be notified to JobApplyNI. Registering as an employer on JobApplyNI allows you to advertise job opportunities to prospective Employees for free through JobApplyNI, within Northern Ireland's 35 JobCentres and the JobApplyNI website. You can specify how you wish applicants to apply for the vacancy when you upload the details.

Step 1: Register as an Employer

- Go directly to JobApplyNI to create your vacancy at www.JobApplyNI.com
- Select the following option: Login/Register
- Follow the onscreen instructions to register as an employer or login to your existing account.
- You have two options to register with your Company House number (will be automatically approved) or without a Company House number.
- Once you have registered, you will receive an email from the Employer Vacancy Team to verify your company's details (if you registered without a Company House number). You will get another email to inform you when your account has been verified and, after this, you can register vacancies online.

Step 2: Registering a vacancy

- Go directly to www.JobApplyNI.com login with your email address and password. Click on Vacancymanger which will bring you to your Employer Portal. On your first login navigate to Profile tab and click "Edit" to update your company's details.
- Select 'Create Vacancy'.
- Follow the onscreen instructions to register your vacancy.
- In order to highlight that your vacancy is a Social Value opportunity, you can include the following wording in the further information field:
"the successful applicant should be:
 - *a person who is in education or has left education in the last 12 months and is seeking employment; or,*

- *a person aged under 25 that has been unemployed for more than 26 weeks and is seeking employment; or,*
- *a person aged 25 or over that has been unemployed for more than 52 weeks and is seeking employment; or,*
- *a person who has a disability and is seeking employment; or,*
- *a person who is located in a deprived area and is seeking employment; or,*
- *a person who is underrepresented and new to the sector and is seeking employment.”*

You can update this wording to include information about any other priority groups included on your contract.

- Once your vacancy has been raised, it will be checked by a member of the Employer Vacancy Service team and made live.
- Once live you can manage the vacancy, making any allowed amendments until the vacancy is closed.

Further information and help to create a vacancy please contact the Employer Vacancy Service team by email jobapplyni@communities-ni.gov.uk or call 028 9090 9338.

Keeping count of paid employees

(Only for contracts which include paid employment as an eligible social value initiative)

The following template can be used at each new employee's induction to make sure that you are counting every person who counts towards the social value requirement on your contract. By including it as part of your standard new employee procedures, you will be sure you are taking every opportunity to count the social value you are delivering as a result of the contract.

You can download a copy of this template from the resources section of the Social Value website: www.buysocialni.org/contractors/contractor-resources/

Paid Employment Opportunities at **insert contractor company******

****Insert contractor company**** is delivering ****insert contract description**** for ****insert client name****. As part of this contract, we would like to recruit people who are long term unemployed or are leaving education/training.

To help us keep track of the number of people we recruit who are long term unemployed or are leaving education/training, please let us know if you meet any of the following criteria:

- You are leaving or have within the last 12 months left an education or training provider
- You are under 25 years of age and have been unemployed for more than 26 weeks
- You are aged 25 years or older and have been unemployed for more than 52 weeks

For office use only

Employee reference number: _____

Date consent form emailed to Social Value Unit: _____

Date record added to Social Value monitoring system: _____

Department for Communities' Employer Services Branch

The Department for Communities' Employer Services Branch offers a no cost recruitment service, tailored specifically to meet employer needs, and is listed as a broker on the Social Value website.

A dedicated Employer Engagement Client Executive will discuss your needs and agree a bespoke package. This may involve a specific recruitment event or local office or site visits for you to maximise the knowledge of the Jobs & Benefits Office staff so that they can help you find the right people.

The Employer Services Branch has direct access to a wide pool of jobseekers through the network of local Jobs and Benefits offices. If you would like to discuss the support available, you can contact them on **028 90 376183** or via dfcemployerservices@communities-ni.gov.uk

Connect to Success

Connect to Success is a free online system developed by the Department for the Economy to promote and advertise apprenticeship and work experience opportunities to people in Northern Ireland.

Once registered, you can upload information about your apprenticeship and/or school work experience opportunities on to the online portal for people to search. The system allows you to promote your company and the skills you need.

A guide to the service is available at

<https://selfservice.nidirect.gov.uk/Areas/Opportunities/Documents/employersGuide.pdf>

Meet some brokers

There is a range of broker organisations listed on the Social Value website¹. Often, these organisations are funded to support people with employment or skills. This section offers a few examples of how some broker organisations have been able to offer support to suppliers as they deliver their social value requirements.

Who are you?

NIUSE – Northern Ireland Union of Supported Employment

Where do you work?

Throughout Northern Ireland

What do you do?

The Northern Ireland Union of Supported Employment is an umbrella organisation representing organisations supporting people with disabilities into employment.

NIUSE can act as link between suppliers and a range of disability employment organisations across Northern Ireland. NIUSE will work with suppliers to assist them to achieve their Social Value targets by providing information and advice on recruiting people with disabilities and circulating vacancies to member organisations and help you achieve a good job match. Disability employment organisations will provide ongoing support to the employee and the employer. NIUSE has had successful outcomes working with a wide range of suppliers.



¹ Information on the 'Find a Broker' section of the Social Value website is provided by broker organisations themselves. We are happy to provide this as a resource for suppliers but cannot guarantee the accuracy of the information, nor do we recommend particular broker organisations.

How have you helped a public sector supplier to deliver their social value requirements?

NIUSE have worked with Premiere People to proactively encourage people with a disability to apply for temporary roles within the Northern Ireland Civil Service. Premiere and NIUSE hosted an information session to over 30 organisations who support people with disabilities. This was followed up with an information session for participants and their support workers.

Helen Whiteside Premiere People said:

“We are extremely proud to demonstrate our ability to deliver Social Value to the Northern Ireland Civil Service. We will work with NICS to promote equal opportunities and a fair and inclusive jobs market where every individual can participate and achieve their full potential.”

Edyth Dunlop from NIUSE:

“We have been working with the team at Premiere People in the previous contract and in the new contract. There have been many success stories of disabled people getting temporary posts in the NICS. We have developed a great partnership with Premiere People which has been a win win situation for all parties – disabled people getting in to employment, NICS getting excellent staff and Premiere People fulfilling their Social Value commitment. We want to share this experience with other contractors and help them meet their Social Value commitments.”

Michael who secured employment on the contract with the support of Disability Action said:

“Nuala talked through the job opportunity with me thoroughly and kept me and my Supported Employment Officer from Disability Action in the loop throughout the whole process. Nuala showed care and compassion to what support I may require in the workplace and liaised very closely with my Supported Employment Officer regarding particular reasonable adjustments that might be needed and conveyed these to the employer. I am now settling into my new job and I am very happy so thank you Nuala on behalf of myself and my Supported Employment Officer.”

Who are you?

NOW Group

**Where do you work?**

Throughout Northern Ireland

What do you do?

NOW Group is a social enterprise supporting people with learning difficulties, autism and neurodiverse conditions into jobs with a future, across Northern Ireland. NOW Group Head Office is based in Belfast and have several social enterprises including Loaf Catering, Bobbin Coffee Shop Belfast City Hall, Pottery in Crawfordsburn, JAM Card and GaugeNI.

How have you helped a public sector supplier to deliver their social value requirements?

Deloitte was awarded a contract in May 2019 to deliver business intelligence and data analytics services to the Department of Agriculture, Environment and Rural Affairs (DAERA).

Deloitte worked in partnership with NOW Group to deliver four work placement opportunities over a four-week period. NOW Group's Employment and Training Team worked with Deloitte to identify suitable participants and supported them throughout their placements on the DAERA contract.

During the planning stage, Deloitte spoke with the participants to gain an understanding of the types of skills and experience they wanted to gain from the opportunity and used this to develop a bespoke training programme. Each participant was assigned a "buddy" from the Deloitte team and had opportunities to shadow staff members from DAERA. One participant commented that

"I feel as if I received plenty of support. The buddy catchups were also a huge helping factor in this."- James, NOW Group participant

Participants undertook a combination of technical training including SQL and data visualisation and soft skills focusing on presentation skills, CV writing and teamwork. At the end of the placements participants were given the opportunity to take part in mock interviews held by Deloitte and DAERA.

“Overall, a really enjoyable experience, and something I would wholly recommend to anyone – I learned a massive amount in a really short time and the placement has given me some new career options to think about around data analytics.”- Jim, NOW Group Participant

“I do believe that this placement has greatly aided me in preparing for a future career; especially when working on LinkedIn and on my CV.”- Anthony, NOW Group Participant

Who are you?

Disability Action



Where do you work?

Throughout Northern Ireland

What do you do?

Disability Action’s Job Match works with job seekers and employers to help identify and secure appropriate employment opportunities across Northern Ireland. We are a PAN disability organisation, which means we support all people, regardless of the nature of their disability, to gain employment.

Our Job Match team successfully works with employers across different sectors including communications, media, facility management, retail and IT, and we are always looking to broaden the variety of employers that we work with.

Employing disabled people helps to enhance diversity, skills, alongside building capacity and connectivity to a wider recruitment pool of skilled and qualified potential employees.

Job Match can provide employers with numerous services including:

- Recruitment planning and positive action
- Making reasonable adjustments
- Tailored in-work support
- Finding suitable candidates from our pool of Job Match participants

How have you helped a public sector supplier to deliver their social value requirements?

Fox Building & Engineering Ltd was awarded a contract in February 2017 to deliver Site Preparation Works at the Strule Shared Education Campus in Omagh for the Department of Education.

Fox Building & Engineering Ltd worked in partnership with Disability Action to successfully engage with a young person with autism through their Job Match Programme.

Disability Action provided support in terms of mentoring, learning ability and required training, as well as regular visits to check on progress. With support from Disability Action's mentoring programme and Fox's own administration team, the young person progressed from the JobMatch Programme to the Workable Programme. Two years later, he continues to be a permanent member of staff who is described by his employer as '*a truly wonderful and inspiring young man*'.

The contact details of all broker organisations is available via the 'Find a Broker' section on the Social Value website: www.buysocialni.org/contractors/find-a-broker²

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