



Brokerage Guide for Contractors

Introduction to Brokerage

Definition	A broker refers to a training/employability organisation/education establishment who may be willing to work with a contractor to help them meet their Buy Social requirements by connecting the Contractor with New Entrant Trainees.
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The Buy Social Brokerage Website (www.buysocialnibrokerage.org) has been created to help contractors who win public work find employability brokers who will assist them in delivering their Buy Social clause obligations¹.

You should check your contract documents for full details of your Buy Social requirements but in general each New Entrant Trainee² vacancy should be notified to:

- one or more organisations registered on the Buy Social Brokerage website; and,
- www.jobcentreonline.com

This guide will explain how to access the Buy Social NI Brokerage website and how to notify vacancies to Jobs and Benefits Offices.

¹ Information on the brokerage website is provided by brokerage organisations themselves. We are happy to provide this as a resource for contractors but cannot guarantee the accuracy of the information, nor do we recommend particular brokerages.

² See appendix 1 for more information on who is eligible as a New Entrant Trainee.

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Finding a Broker via www.buysocialnibrokerage.org

Go to www.buysocialnibrokerage.org



- Click on “Search” to find a Broker that meets your needs
- Select the area you would like to recruit ‘New Entrant Trainees’ from

Follow the on screen instructions to select more than one postcode

Choose one or more to search options by holding down the 'Ctrl' key

Postcodes served

- BT1 Belfast City Centre (City Hall and north)
- BT2 Belfast City Centre (south of City Hall)
- BT3 Belfast Harbour Estate
- BT4 East Belfast: Sydenham, Belmont, Stormont
- BT5 East Belfast: Castlereagh, Crossnacreevy, Gilnahirk, Knc
- BT6 East Belfast: Castlereagh, Woodstock, Cregagh, Knockb
- BT7 South Belfast: Ormeau, Botanic, University
- BT8 South Belfast: Saintfield Road, Four Winds, Carryduff, K
- BT9 South Belfast: Malone, Lisburn Road, Taughmonagh, St

Add

Clear

- You will also need to select the sector served, roles you are looking for and employee characteristics. In the same way you selected postcode it is possible to make multiple selections.

Sector served	Roles supplied Info	Employee characteristics
<ul style="list-style-type: none"> Construction Civil engineering Services ICT 	<ul style="list-style-type: none"> Apprentice Student Professional trainees Other Trainees 	<ul style="list-style-type: none"> Under 25 years old and unemployed for 6 months Over 25 years old and unemployed for 12 months People with a disability Looked after children / care leavers Education leavers

Reset Search

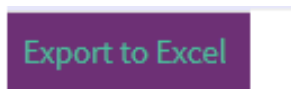
Click Search when you are happy with the criteria selected

- Your search results will appear in a list below the search button

For more information on a broker click here

Organisation Name	Contact Name	Contact Number	Contact Email	Website	
Belfast Metropolitan College	Fiona Dempsey	02890 265000	fdempsey@belfastmet.ac.uk	https://www.belfastmet.ac.uk	Details
Belfast Trust Employability Service	Gary Cooper	02895045763	Gary.Cooper@belfasttrust.hscni.net	http://www.includeyouth.org	Details
Bryson FutureSkills	Cathy Wilson	02890 745408	cwilson@brysonfutureskills.org	http://www.brysongroup.org	Details
Department for Communities	Gareth Killen	02890252209	buysocial@communities-ni.gov.uk	https://www.communities-ni.gov.uk/	Details
Northern Regional College	MR S McAleese	012825664282	Sean.mcaleese@nrc.ac.uk	http://www.nrc.ac.uk/	Details

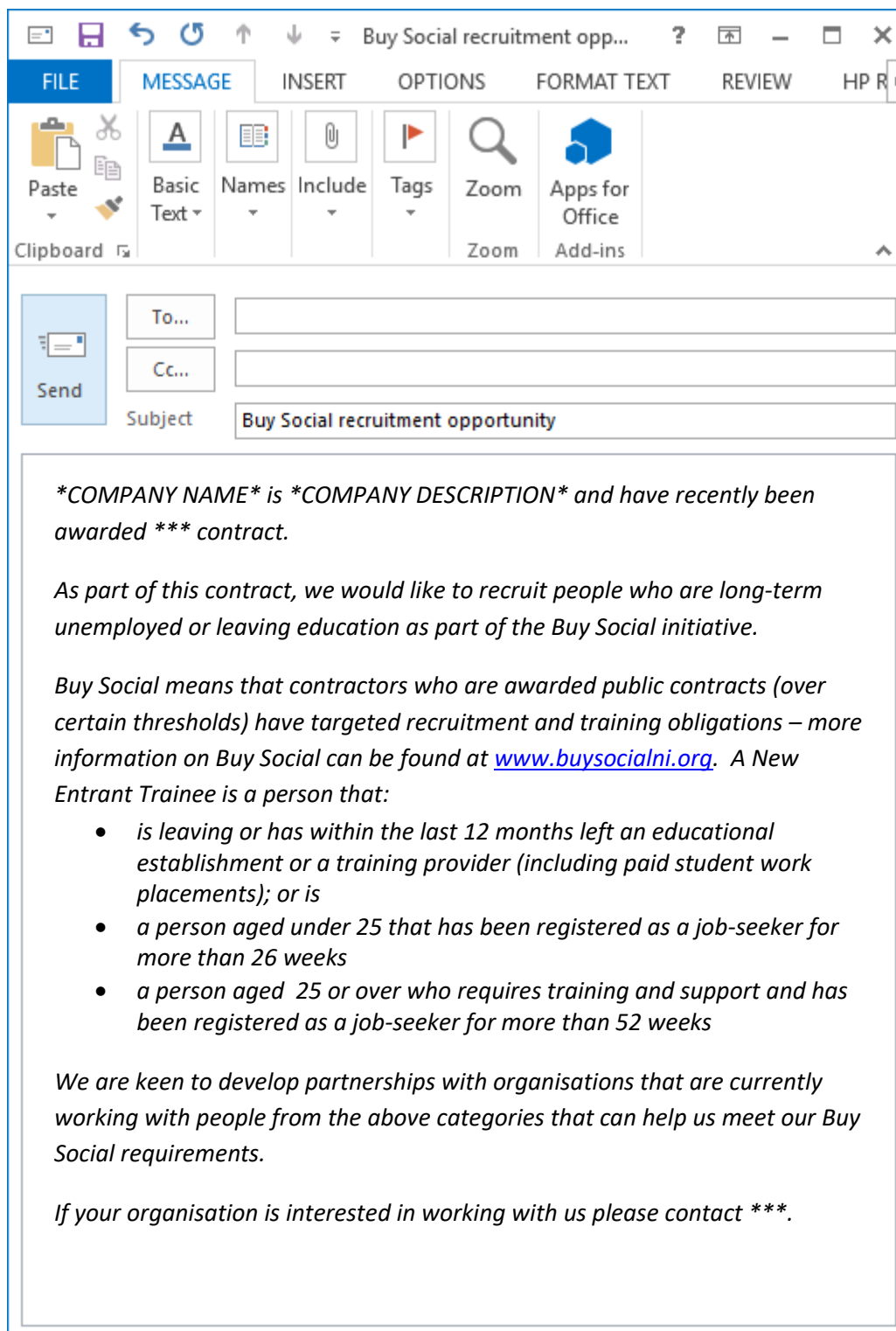
- For ease of reference you can export your results to an excel document by selecting this option at the bottom of the page



It is up to the contractor 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 to date. For convenience, a draft template is provided in the next section, which you can use to start engaging with a broker.

Template Text for Engaging with Brokers

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



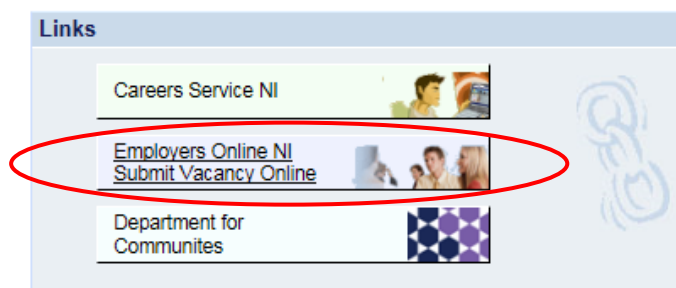
Part 1 - Registering a vacancy at Job Centre Online

By registering your vacancy online, it will be displayed to jobseekers via www.jobcentreonline.com and [JobPoints](#) in the Jobs and Benefits offices, making your vacancy accessible to a wider pool of people. You can specify how you wish applicants to apply for the vacancy.

Step 1: Register as an Employer

- Go to <https://www.jobcentreonline.com>

Scroll to the bottom right hand corner of the page and view the links section



- Select [Employers Online NI Submit Vacancy Online](#) (You can also go direct to Employers Online NI to create your vacancy at www.employersnionline.com)
- Select the following option:

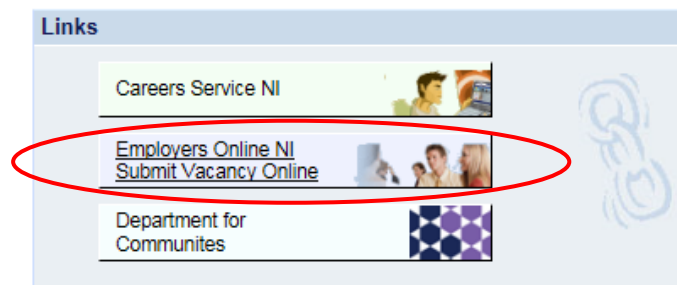


- Follow the onscreen instructions to register as an employer.
 - Once you have registered, you will receive a User ID via e-mail. You will get another e-mail to inform you when your account has been verified and, after this, you can register vacancies online.

Step 2: Register a vacancy

- Go to <https://www.jobcentreonline.com>

Scroll to the bottom right hand corner of the page and view the links section



- Select [Employers Online NI Submit Vacancy Online](#) (You can also go direct to Employers Online NI to create your vacancy at www.employersnionline.com)
- Select Create. You will be presented with a screen featuring some information about your business.
- Follow the on screen instructions to register your vacancy.
- You will be asked to enter the status of the vacancy. The options are:
 - **Raised** - Details submitted but not yet available to clients.
 - **Live** - Available for customers to apply/be submitted.
 - **Pending Outcome** - Vacancy is unavailable to clients but requires follow-up with the employer.
 - **Suspended** - Vacancy is temporarily unavailable pending action.
 - **Closed** - The vacancy is no longer available. Follow-up has been completed.

It is mandatory to complete fields marked with an *. Other fields should be completed if possible to ensure jobseekers have as much information as possible about the vacancy.

Further information and help to create a vacancy can be found at:

<https://www.employersonlineni.com/help.aspx#CreateVacancy>



Further Information and Support

For more information on Buy Social Brokerage please contact lizzie.scott@sibni.org or telephone 028 9090 9422.

Appendix 1 - Who is a New Entrant Trainee?

