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**Job Description:**

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| **Post:** | Business & Recruitment Officer |
| **Salary Grade:** | Grade 3 – £18,489.06 - £22,561.38 |
| **Responsible to:** | Business Development Team Leader |
| **Responsible for:** | Apprenticeship recruitment, lead generation, talent bank, events, schools liaison, office administration, networking, progression, employer engagement, business growth, RAA, and all other reasonable duties. |

**Key Purpose:**

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| **1** | Recruit apprentices (16-18 and 19+) to apprenticeship vacancies generated by self or the Business Development Unit |
| **2** | Promote apprenticeships and develop a “talent bank” of students to fill apprenticeship vacancies. |
| **3** | To develop a suite of IAG and support for apprenticeship applicants to support them in finding apprenticeship employment. |

**Key Responsibilities and Accountabilities:**

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| **1** | Achieve individual monthly apprentice start targets in line with college targets |
| **2** | Develop and maintain internal and external networks in order to recruit suitable apprentices |
| **3** | Maintain the apprenticeship vacancy system (RAA) and produce regular progress reports |
| **4** | Build and develop a candidate talent bank for key business areas |
| **5** | Lead generation for new vacancies (assist with phone and foot marketing of local and regional businesses) |
| **6** | Create and maintain candidate IAG Sessions and develop candidates to interview readiness whilst supporting careers with IAG |
| **7** | Complete regular input of related activity onto college customer relationship management system as agreed with Team Leader. |
| **8** | Support the Marketing and Communications Team in the generation of social media campaigns and content that reaches and recruits potential apprentices |
| **9** | Keep candidates fully informed as to the recruitment process |
| **10** | Assist with Apprenticeship campaigns like National Apprenticeship Week, College Business Breakfasts and any other employer/candidate focussed events |
| **11** | Assist with sign up of candidates where required, and support the department with campaigns, priorities, and any other business as required |
| **12** | Respond to all related communications in a timely and professional manner |
| **13** | Be aware of safeguarding, equality and diversity, radicalisation and British Values |

**Cross-College Responsibilities and Accountabilities:**

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| --- | --- |
| **1** | Participate in Performance Management and professional development activities as required |
| **2** | Value and promote diversity and equal opportunities |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults |
| **6** | Responsible for Student Success Rates, Retention and Achievement |
| **7** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **8** | Provide the best possible service to customers (both internal and external) in line with College standards |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Level 2 Maths and English | Y |  | A |
| 2 | Educated to Level 3 or above |  | Y | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 3 | Proven experience of successful apprentice recruitment or transferable skills | Y |  | AI |
| 4 | Understanding of apprenticeship legislation |  | Y | AI |
| 5 | Understanding and knowledge of the challenges and current issues related to the Further Education sector |  | Y | AI |
| 6 | Understanding of the potential barriers to engagement and strategies to overcome these | Y |  | AI |
| 7 | Knowledge or experience of lead generation |  | Y | AI |
| 8 | Strong administration experience |  | Y | AI |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 9 | Total commitment to the College’s vision, mission and values; demonstrate behavioural and management style and skills complementary to those values | Y |  | AI |
| 10 | Respects and values the inputs and knowledge of others to complement own performance and initiative | Y |  | AI |
| 11 | Tenacious | Y |  | AI |
| 12 | Outstanding communicator | Y |  | AI |
| 13 | Good at networking | Y |  | I |
| 14 | Capacity to plan, implement, monitor and evaluate to agreed deadlines | Y |  | AI |
| 15 | Well developed ability for analytical reasoning, problem solving and decision making | Y |  | AI |
| 16 | Think creatively and develop innovative approaches to problem solving and business focussed solutions | Y |  | I |
| 17 | Range of IT and data analysis skills and proven evidence of successful deployment of these | Y |  | AI |
| 18 | Capable of report writing and presentation skills targeted towards stakeholders of all levels | Y |  | AI |
| 19 | Resilient, positive and of professional appearance | Y |  | I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation