

Job Description

Post:	Apprentice Talent Coordinator
Salary Grade:	Band 7
Responsible to:	Apprenticeship Sales Team Leader

Key Purpose:

1	To be the key point of contact for all people seeking to be an apprentice with Salford City College
2	To pro-actively promote apprenticeship opportunities giving presentations and offering advice to external organisations and applicants
3	To be the key networking contact for partner and stakeholder organisations seeking to refer clients to apprenticeship opportunities
5	Deliver pre-screening and assessment of potential apprenticeships, advising and signposting best way forward for all candidates
6	To maintain all required systems and records for apprenticeship enquires

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	To support increased referrals to Salford City College Apprenticeship team to increase talent pool numbers and the quality of candidates
b	To support the apprenticeship recruitment team by ensuring a continuous supply of high quality candidates for apprenticeship opportunities
c	Promoting apprenticeship and opportunities through a wide range of channels and networks
d	To identify the level of candidates using prescreening activity, requesting certificates or completing skills assessments. Along with collating and supporting steps to employment needs such as CV standards or journey planning to talent match to vacancies.
e	Prioritising candidates into advisors caseloads, ensuring those added to our talent pool are suitable to meet employer's needs to support a fast paced recruitment service. Offering guidance, sign posting those with additional needs to alternative provision
f	Have the ability to build a portfolio of referral partners and confidently engage with other services to drive able candidates, and to talent match to maximise apprentice starts

g	To be self-motivated to plan and attend networking and promotional events.
h	Confidently deliver presentations to the relevant organisations to increase apprenticeship interest such as schools, colleges, and other organisations and providers
i	Work closely with the local authorities and other organisations to support NEET candidates
j	To build an impressive network of community contacts and understand the importance of partnership, facilitating a positive relationship between the two
k	Have a high level of professionalism and administration skills to facilitate all required information and data collecting.
l	To support the advertisement of current vacancies and promote via the National apprenticeship website, along with using initiative to promote across other channels and to support the talent match function
m	To drive the Apprenticeship social media pages daily, updating with good news stories to encourage further interest from applicants and employers
n	Manage the number of applicants and candidate interest from our inbox and calls.
o	Support the teams administration where needed
p	Target driven with a can do attitude

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's Policies and codes of Practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualifications	1. Level 3 qualification or above relevant to job role such as Advice and Guidance, Learning and Development, Youth work or marketing A C or above in Maths and English	Application Form/Qualification Certificates	1. Advice and Guidance 2. Learning and Development 3. Youth Work 4. Marketing and Sales	
Professional Development	2. Evidence of on-going professional development	Application Form		
Knowledge	3. Knowledge of apprenticeships, frameworks and matching to job roles 4. Support candidates into apprenticeship opportunities and create new opportunities 5. Knowledge of most effective models of achieving outcomes	Application/Interview Application/Interview Application/Interview		
Experience	6. Evidence of achieving and exceeding targets 7. Coaching and mentoring candidates into apprenticeships and jobs 8. Good understanding of the Apprenticeship funding and costing 9. Advice and Guidance expertise ideally with young people 10. Recent relevant commercial or industrial experience within the occupational area of work 11. Experience of working with employers	Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview		

Other	16	Commitment to college policies e.g. Health & Safety, Equal Opportunities, Inclusion, Quality Assurance and the College Charter	Application/Interview		
	17	Current driving licence and access to personal transport	Application		
	18	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application/Interview		
	19	DBS Check acceptable to the college	Appointment		