

SOUTHEND ON SEA BOROUGH COUNCIL

Southend Adult Community College

JOB PROFILE

JOB DESCRIPTION

| | |
|---|---|
| Job Title | Employer Engagement Manager |
| Reports To | t.b.c |
| Level | LGS Level 8 (£29,909 - £36,153) |
| Hours | 37 hours per week (Evening and occasional weekend working will be required) |
| Main Purpose of the Job | <ul style="list-style-type: none">• To implement and lead the delivery of the Employer Engagement Strategy, working with the curriculum managers - introducing new products and services for the employer market and growing employer engagement in key sector areas.• To be the main contact for the recruitment and on-boarding of apprentices onto the College's Apprenticeship programmes to an agreed financial income target• To support the Skills for Life and Vocational Learning teams, taking a proactive role in promoting appropriate training across the College portfolio to companies to fulfil their training needs and support their business performance.• To maintain employer relationships in order to ensure satisfactory outcomes, identify repeat business, and source opportunities for work placements and work experience for Study Programme and other vocational learners. |
| Principal accountabilities and responsibilities | <ol style="list-style-type: none">1. To ensure that at all times duties are carried out with due regard to the College policies and procedures including Safeguarding and Prevent2. Establish and maintain relationships with businesses in order to generate income for the College and act as a single point of contact for businesses3. Work with College Departments to co-ordinate and maintain responses to curriculum opportunities with businesses4. To ensure there is clear direction to Departments with regards to signing up new customers5. Take a proactive approach to monitoring performance of key performance indicators against agreed targets and providing managers and other relevant staff with regular monthly reports6. Utilise appropriate labour market intelligence to generate new opportunities for the College, for example, but not limited to: work-based learning, apprenticeships, traineeships, commercial work7. Identify new funding opportunities and co-ordinate the process for producing tenders and funding bids, including writing and collating associated documentation, to generate income for the College e.g. regional skills funding bids, RoTO, RoATP8. Represent the College at external business events9. Participate in internal and external continuing development activities and events.10. Agree personal work objectives with the line manager and to regularly review progress towards their achievement.11. Undertake any other duties commensurate to the level of the post, including cross-service responsibilities as agreed with the line manager. |

| | | METHOD OF ASSESSMENT ✓ | | |
|--|---|------------------------|-----------|------|
| | | Application Form | Interview | Test |
| | EDUCATION & PROFESSIONAL QUALIFICATIONS | | | |
| | A degree or equivalent | ✓ | | |
| | Level 2 Maths and English, minimum GSCE grade C or equivalent (or commitment to gain one within 2 years). | ✓ | | |
| | EXPERIENCE | | | |
| | Evidence of working in sales generation | ✓ | ✓ | |
| | Experience of delivering workplace training or organising staff development in a commercial environment | ✓ | ✓ | |
| | Experience of quality improvement, including writing self-assessment reports against the Common Inspection Framework standards. | ✓ | ✓ | ✓ |
| | SKILLS & ABILITIES | | | |
| | Ability to support a wide range of staff in relation to generating business opportunities | ✓ | ✓ | ✓ |
| | Ability to communicate effectively, orally and in writing, with a wide range of staff, learners, businesses and members of the public | ✓ | ✓ | ✓ |
| | Evidence of ability to manage a varied workload and decide priorities within limited available time | ✓ | ✓ | |
| | KNOWLEDGE | | | |
| | An understanding of funding streams in post-16 education and Apprenticeship, Employer Responsive and full cost work in an educational establishment | ✓ | ✓ | ✓ |
| | Knowledge of effective sales strategies | ✓ | ✓ | ✓ |
| | Local and national priorities for adult and community learning | ✓ | ✓ | ✓ |
| | EQUAL OPPORTUNITIES & CUSTOMER CARE | | | |
| | An understanding of the equal opportunities policy of the College and experience of implementing it | ✓ | ✓ | |
| | SPECIAL REQUIREMENTS | | | |
| | Evidence of eligibility to work in the UK. | ✓ | | |

This role requires an Enhanced Disclosure from the Disclosure and Barring Service.