

## JOB DESCRIPTION

**Job Title:** Apprenticeship Recruitment Apprentice

**Reports to:** Manager of the FAB Futures Centres

### Main Purpose:

The post-holder will be expected to:

- To support the College's Apprenticeship recruitment operations in conjunction with the Apprenticeship Admissions team.
- To work with the Work Placement Team to provide administrative support and to be part of a seamless approach with students that enhances all opportunities around employability skills and employment opportunities.
- To co-ordinate the Apprenticeship vacancy matching process.
- Work collaboratively with colleagues within the FAB Futures Centre to ensure that positive outcomes for learners are achieved.

### Key Responsibilities:

1. To co-ordinate the Apprenticeship admissions and recruitment process in conjunction with the Apprenticeship Admissions team.
2. To attract new candidates to Apprenticeships and maximise those placed into an Apprenticeship.
3. To work to targets and timescales and provide reports on applications, candidates and successful outcomes.
4. To upload Apprenticeship vacancies to the National Apprenticeship Vacancy Service, the College website and other platforms as directed. To ensure all platforms are updated, monitored and closed out accordingly.
5. To coach and develop those seeking an Apprenticeship and offer advice and guidance on apprenticeships.
6. To screen all candidate applications and CVs and to conduct telephone and face to face interviews to establish suitability.
7. To co-ordinate admissions recruitment events for suitable candidates and invite for interview and assessment.
8. To ensure that all suitable candidates are put forward for employer interviews.
9. Feed back to candidates following application and interview.
10. Work closely with the Employer Engagement Team to ensure that:-

- Employers are kept fully informed of progress of recruitment to their vacancy.
  - Interview dates are secured.
  - Successful sign up of candidate to vacancy.
  - They are informed of the number of candidates available in talent pool and the type / sector of vacancies required.
11. To shortlist suitable candidates for vacancies and arrange the interviews on behalf of the employer.
  12. Promote apprenticeship opportunities direct to students.
  13. To support the Work Placement Team in the maintenance of systems that monitor students on placement and to maximise opportunity for those who may wish to seek an apprenticeship following on from work placement opportunities.
  14. To work with the HE Outreach and Progression Co-ordinator / Progression & Admissions Officer to co-ordinate the admissions process for those students who wish to move into an Apprenticeship.
  15. To ensure all Apprenticeship applicants are dealt with to the highest standard within an agreed timeframe.
  16. To take bookings for conference facilities and make appropriate arrangements.

### **Corporate Responsibilities**

1. To share and demonstrate the values of the College.
2. To adhere to all College regulations including financial regulations.

### **General Responsibilities**

1. To take responsibility for ones own continuous and professional development.
2. To ensure compliance with the Data Protection Act and Freedom of Information Act.
3. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainability Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.
4. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

### **Required Qualifications**

- Minimum GCSE Maths and English grade C qualifications or above or equivalent.

## **Required Knowledge**

- Appropriate working knowledge of Microsoft Word, Excel and Powerpoint
- Able to multi-task and work in a fast paced results driven environment
- Able to communicate effectively and in writing at all level of the organisation and with external contacts
- Able to set, prioritise and achieve objectives
- Able to use initiative and make decisions
- Able to adopt a flexible approach to working hours and fluctuating work schedule
- Proven experience in collecting and collating information
- Proven ability in collecting, organising and presenting information accurately and clearly
  
- Presents self positively to others
- Shows self-confidence and personal drive
- Obtains the commitment of others

You may be required to work at or from any building, location or premises of Wigan & Leigh College, and any other establishment where Wigan & Leigh College conducts its business.

## **Variation to this Job Description**

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is carried out through discussions with Management. You are expected to participate fully in the review and, following discussion to update your job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check. Further information about the DBS can be found at [www.gov.uk](http://www.gov.uk)