CITY OF BRISTOL COLLEGE

# JOB DESCRIPTION

**SECTION: Apprenticeships and Employer-Based Training Post Ref: 00023**

**Grade: £20,655 - £23,256**

**JOB TITLE: Apprenticeship Skills Advisor**

**RESPONSIBLE TO**: **Senior Business Partnerships and Enterprise Manager**

1. **Job Purpose**

* To ensure that employer enquiries and leads are converted to enrolment and are securely managed so that the process is timely and customer focused
* To act as the bridge between the Business, Partnerships and Enterprise team and admissions to ensure timely enrolments
* To lead on the promotion and provision of expert advice in relation to apprenticeship careers employability and progression
* To provide support and assistance to the curriculum areas in the delivery of study programme work-placement and work-relatedness compliance and condition of funding
* To support and enable the achievement of high rates of positive destinations and high levels of employability / work-experience content

1. **Principal Accountabilities**

* To support the Senior and the Assistant Business, Partnerships and Enterprise Managers to ensure that enquiry conversion to enrolment is securely managed and that the process is timely and customer focused.
* To support both the Senior and Assistant Business, Partnerships and Enterprise Managers by ensuring that expert apprenticeship careers advice and information is provided at events, as responses to enquiries and in information, literature, online and social media.
  + - To provide assurance that employers, employees and candidates are guided and advised effectively to ensure timely conversion to enrolments and to ensure that the College achieves its recruitment and income targets for apprenticeships and employer-based training.
    - To support the College in ensuring that it generates new and repeat business and achieves income targets through apprenticeship growth.
* To be responsible for providing expert careers advice and guidance for school visits, job fairs, external events and open events.
* To proactively promote and drive the agenda of readiness for work and progression in the College.
* To ensure that there is a proactive, clear and visible presence of employability and progression advice across the College.
* To be responsible for providing expert careers advice and guidance to internal students through classroom visits and tutorial programme to promote apprenticeship opportunities.
* To be responsible for student facing activity to ensure that apprenticeship options are fully understood and are effectively and imaginatively communicated to maximise vacancies and opportunities for apprenticeship careers.
* To work flexibly across the Business, Partnerships and Enterprise team to ensure that customers are put first and receive a high quality experience and interaction with the College.
* To support the establishment and maintenance of a culture of enterprise and innovation.
  + - To play an active role in supporting all parts of the Business Partnerships and Enterprise team in order to consistently deliver the highest quality of customer services and care (enquiry handling, securement of enrolment and admissions process, effective administration, effective IAG, effective engagement activities).
    - To stay up-to-date with sector curriculum and funding developments and ensure the effective interpretation and implementation of these.
* To contribute to the development and delivery by curriculum teams of their study programmes condition of funding in relation to work-experience.
* Be responsible for own safety and not to endanger that of colleagues/visitors to the workplace.
* Reflect critically on own professional practice used and how your own performance can be improved.
* Discuss annually at your performance review interview how your performance can be improved and where appropriate agree what actions can be taken for further improvement
* Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the College’s sites.
* Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.

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1. **GENERAL**

This job description is for your information and is a non-contractual document. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

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1. **SPECIAL CONDITIONS**

Due to the demands placed upon it and the profile of the role, the post holder will be required to have a flexible attitude to working hours

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**Date**: May 2016