

OAKLANDS COLLEGE

JOB DESCRIPTION

CAREER FRAMEWORK	
JOB TITLE	Enterprise Business Development Administrator
LEVEL	LEVEL 3 BA
REPORTING TO	Business Development Manager

SUMMARY OF POST

To provide a comprehensive administrative service to the Enterprise team, individual or function, delivering a first rate customer service.

KEY RESPONSIBILITIES

As administrative roles vary throughout the college your role may include all or some of the following

- Engage in sales activities to promote apprenticeships with employers, telephone and in person with new employers.
 - Contacting new applicants by phone and sourcing more candidates via GMFJ, pre-screening and passing candidates to BDT.
- Support the Business Development Team (BDT) to provide information and advice as first point of contact for all employer and students apprenticeship inquiries. Telephone and in person.
- Co-ordinate and record referrals for the BDT
- Co-ordinate the Apprenticeship Vacancy system (AV) and Get My First Job website, uploading new vacancies closing successfully filled vacancies. Contacting new applicants by phone and sourcing more candidates via GMFJ, pre-screening and passing candidates to BDT.
- Work with the business development unit to maintain a supply chain of students to meet the demands of employers for appropriate candidates.
- Provide efficient and prompt administrative service to ensure the smooth and efficient running of the office, e.g. word-processing, filing, photocopying, data input, invoice processing, production and distribution of publications and documents, reports, statistics, agendas and minutes
- Use the Pro-engage module of Pro-solution as the College CRM, merging and distributing e-mails, marketing materials, letters as required. Manage the CRM system and ensure the database is kept 'clean'
- To maintain diary/diaries for events/courses make sure display boards are up to date throughout the college

- Sometimes to accompany the business development team for employer engagement and School careers events, presenting at these events when required.
- Liaise with the college Marketing team to create and organise various marketing documents/flyers
- Provide information and guidance to potential apprentices and/or their parents on apprenticeships
- Undertake other duties to support the Enterprise Department of the College as required from time to time as business levels dictate.

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training and CPD events as necessary

CRITERIA

RECRUITMENT- short listing criteria

- Excellent communication skills, both verbally and written
- Good standard of education 5 GCSEs grade C or above or equivalent qualification or extensive experience
- Experience of using Microsoft Office
- Experience of working in sales, customer services or administration
- Experience of data entry

ESTABLISHED

- Completed probation period satisfactorily
- Level2 ICT, Numeracy and Literacy
- Completed relevant in house training to the job role

EXPERIENCED AND QUALIFIED

- 2years experience in the role
- Advanced IT Skills
- Level 3 qualification appropriate to the role

DEVELOPED STAGE – Assessed against the values and behaviours

Career Framework	
Job Title	Enterprise Business Development Administrator

PERSON SPECIFICATION (to be assessed at the interview stage)			
PERSONAL ATTRIBUTES Ability to work as part of a team and own initiative Ability to communicate effectively with people at all levels An awareness of cultural diversity Effective written and verbal communication skills Positive, enthusiastic and can do attitude Ability to work flexibility to meet the needs of the College Professional appearance Organised and detail orientated			
SKILLS AND EXPERIENCE Experience of working in administration and a customer focused environment Experience of working with a range of software packages- word, excel, outlook Experience of maintaining clear and accurate records Effective listening skills			
Date approved			
Date reviewed			

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.