

# Job Description

## Training & Recruitment Advisor

### Role Overview

**Job Title:** Training & Recruitment Advisor

**Grade:** EC5/6 & PRP

**Contact Hours:** 29.6 hours per week

**Contract:** Maternity Cover

**Department:** Apprenticeships & Future Skills Team

**Responsible to:** Director of Apprenticeships (DoA)

### Job Purpose

To recruit learners to Apprenticeship programmes across a range of sectors within our provision.

To manage employer relationships and build opportunities within these sectors and to develop positive interactions with employer partners and applicants to deliver the best outcomes. A key focus will be on maintaining these relationships and becoming the trusted sector expert advisor.

To ensure that recruitment meets targets, to represent Exeter College at promotional events and ensure that onboarding activity is in line with funding requirements and Exeter College

policies and procedures.

### Main Duties:

#### Employer Engagement and Sales activity

- Actively engage with Employers to scope out potential Apprenticeship and commercial opportunities.
- Promote Apprenticeships to both Learners and Employers, through participation in a variety of events e.g., open evenings, recruitment and trade events, conferences, marketing events.
- Participate in planned sales activities to include telesales campaigns and direct marketing activities to increase engagement with employers.
- Support employers in the analysis of their skills development and training needs and provide training Information, Advice and Guidance
- Liaise with employers to ensure a clear line of sight for quality recruitment opportunities to Apprenticeship programmes, involvement, and responsibilities.

#### Recruitment

- Work with applicants for job seeking activities, through structured sessions and on a 1:1 basis.
- Utilise online systems and portals to promote Apprenticeship job vacancies.
- Recruit and match learners to meet agreed Apprenticeship starts targets and optimum cohort sizes.

#### Administration

- Use a range of software packages.
- Process information and documentation using college and external systems, accurately and efficiently.
- Complete the Apprentice onboarding process in line with Department for Education funding and audit requirements.
- Attend and contribute to meetings.

#### General

- Collaborate with Department Management Group to identify best practice initiatives and opportunities.
- Engage in ongoing professional development and college-wide training initiatives.

- Support wider departmental or organisational initiatives as required, which may include involvement in related projects aligned with adult education, workforce development, or employer engagement.
- Work flexibly and creatively to respond to changing team and learner needs

### **Mandatory Duties:**

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Responsibility for promoting equality of opportunity and access to all,
3. Participation in training as required.

July 2025: This job description is current at the above date.

In consultation with the post holder the position is liable to variation by the College to reflect actual, contemplated, or proposed changes in or to the job.

# Person Specification

## Experience

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(A) = Assessed at application. (I) = Assessed at interview

(A/I) = Assessed at application and interview

### Essential Criteria:

- Demonstrate excellent interpersonal skills (I)
- Experience of working in a target driven role (A)
- Experience of developing training solutions (A)

### Desirable Criteria:

- Experience of working with young people and adults (A)

## Skills and Abilities

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### Essential Criteria:

- Excellent organisational skills including attention to detail and accuracy (A)
- Work effectively under pressure and to deadlines (I)
- Competent in the use of IT packages ( e.g., Outlook, Word, Excel) (A)

### Desirable Criteria:

- Understanding of the recruitment process (I)
- Familiar with Apprenticeship Funding regulations (A)
- Awareness of social media and its use in marketing (I)

## Qualifications

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### Essential Criteria

- GCSE Maths and English Grade C (or equivalent) (A)
- Full driving licence (No more than 6 points) (A)

### Desirable Criteria:

- Information, Advice and Guidance qualification(A)
- Customer Service qualification (A)

## Personal Qualities

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### Essential Criteria

- Effective team player (I)
- Ability to problem solve under pressure when challenges at work arise (I)

## Mandatory Requirement(s)

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### Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults at Exeter College (I)
- Commitment to equality, diversity and inclusion (I)

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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BE EXCEPTIONAL 

 **AMBITION**

 **COLLABORATION**

 **ENERGY**

BE EXCEPTIONAL 