



Job Description	Partnership and Recruitment Officer
<p><u>Role Specific</u></p> <ol style="list-style-type: none"> 1. Work with external agencies, community representatives, employers and local residents to identify local learning needs and plan provision 2. Support local communities to take a role in local development work through the provision of training programmes 3. Develop and manage partner and employer relationships, developing business growth opportunities 4. Further develop existing provision for key target groups as identified in the College business plan and work collaboratively with Curriculum Leaders and Head of Departments to achieve Curriculum targets 5. Analyse data and prepare reports on trends and areas for concern for consideration and action by Curriculum Leaders 6. Identify and develop community development projects with local communities 7. Bring together people from a wide range of backgrounds to identify and develop informal learning opportunities 8. Work collaboratively with Curriculum Leaders to set up courses in line with Business Plans 9. Represent and raise the profile of the college at external events and meetings 10. Represent Lancashire Adult Learning at external events and meetings 11. Work collaboratively with marketing to produce relevant publicity to support recruitment. 12. To thrive in a target driven environment 	
<p><u>College Responsibilities</u></p> <ol style="list-style-type: none"> 1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively 2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation. 3. Value diversity and promote equality 4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies 5. Contribute to cross-college events 6. Adhere to College policies and procedures including health and safety 7. Ensure good communication at all levels 8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults 9. Any other duties that the Principal considers appropriate 	





Person Specification	Partnership and Recruitment Officer
	Essential / Desirable
Qualifications and Attainments	
Minimum GCSE grade C (or equivalent) in Maths and English	Essential
Level 3 or above in a relevant subject/professional context	Essential
Degree, or equivalent qualification in a relevant subject area	Desirable
Training, Experience and Knowledge	
Experience of successfully promoting adult learning and growing adult learning or business provision in a wide range of settings	Essential
Experience of successfully working across the health sector or within health promotion from a public health perspective	Essential
Experience of negotiating responsive learning opportunities	Essential
Experience of successfully working in partnership with external agencies	Essential
Knowledge of good practice and delivery in an adult and community learning context	Essential
Experience of data analysis and reporting	Essential
Experience of working within a community development context	Essential
Experience of working across a range of agencies to improve health outcomes for individuals	Desirable
Experience of working with a range of organisations to build stronger communities	Desirable
Significant knowledge of employers and skills priorities in Lancashire	Desirable
Marketing experience	Desirable
Understanding of the range and complexity of learners' needs and expectations	Desirable
Personal Skills and Attitudes	
Display initiative, be positive and enthusiastic	Essential
Excellent ICT skills	Essential
Be a team player	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Possess excellent verbal and written communication skills	Essential
Excellent organisational skills	Essential
Have the ability to plan, implement, monitor and evaluate within tight deadlines	Essential
Suitability to work with children, young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential

