

Job Description

Post:	Apprentice & Employer Advisor
Salary Grade:	Band 6
Responsible to:	Apprenticeship Sales Team Leader

Key Purpose:

1	To be a key contact with apprentice employer clients, providing advice, guidance and apprenticeship solutions
2	To support and facilitate the movement of potential apprentices from the 'talent pool' into apprenticeship employment opportunities
3	To maintain an up to date working knowledge of apprenticeship funding & eligibility and delivery, to be able to confidently handle all incoming enquires, from both employers and candidates.
4	To support the recruitment service by offering IAG to candidates that wish to progress into apprenticeships, with industry led advice to support their career goals.
5	Providing a fast paced recruitment service, ensuring both candidates and employers needs are met

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	To work closely with the apprenticeship sales and recruitment team and wider apprenticeship function to maximise apprenticeship starts
b	To maintain an up to date working knowledge of apprenticeship funding and key delivery detail. To be an apprenticeship expert based placed to support clients
c	Meet, set and agree targets in line with recruitment on Apprentices for all industry sectors. To devise plans and approaches to ensure that these targets are met.
d	Handle all incoming enquiries from candidates delegating suitable candidate interest to relevant colleagues.
e	To convert potential sales from the incoming employer enquires by giving accurate advice, costings and initiating the best way forward.
f	Have a marketing awareness and ability to use own initiative in the creation of campaigns and projects to 'sell' apprenticeships to candidates and employers
g	Have effective use in social media and other on-line tools to support and communicate with all stakeholders.

h	To represent Salford College at relevant events such as open events, business meetings, employer engagement, marketing vents etc
i	Maintain professional working relationships with employers, candidates, parents and partner organisation's , such as Schools, Connexions, Job Centres to increase job opportunities for apprentices. This includes arranging and attending employer events and recruitment activities to create a link between candidates and employers
j	Design and deliver information sessions and seminars for both candidates and employers. Use a variety of methods to engage with key stakeholders– such as one-to-one, team meetings, awareness-raising sessions, talks, presentations, press releases, social media and marketing
k	Screening and Selecting – Pre-screening learner suitability for job vacancies to make sure they meet the requirements of the employer
l	Be an innovative self-starter who can find new job opportunities and increase the number of apprentices into jobs.
m	To maintain the team's high standard of quality / customer care and to contribute towards Quality
n	To support Employers & Curriculum teams to ensure the timely completion of Apprenticeships
o	To maintain regular communications with Employers to follow up on Apprenticeship delivery & satisfaction, sharing any good news with our marketing to support future sales

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's Policies and codes of Practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Qualifications	<p><u>Essential</u></p> <p>1. Level 3 qualification or above relevant to job role such as Advice and Guidance, Learning and Development, Youth work or marketing</p> <p>A C or above in Maths and English</p>	<u>Evidence</u>	<p><u>Desirable</u></p> <p>A – Advice and Guidance B – Learning and Development C – Youth Work D – Marketing and Sales</p>	<u>Evidence</u>
Professional Development	<p>2. Evidence of on-going professional development</p>	Application Form		
Knowledge	<p>3. Knowledge of the apprenticeship sector and the recruitment / business development process</p> <p>4. Awareness of sales, communication and relationship techniques</p> <p>5. Knowledge of most effective models of achieving outcomes</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>		

Experience	6.	Evidence of achieving and exceeding targets	Application/Interview		
	7.	Coaching and mentoring candidates into apprenticeships and jobs	Application/Interview		
	8.	Good understanding of the Apprenticeship funding and costing	Application/Interview		
	9.	Advice and Guidance expertise ideally with young people	Application/Interview		
	10	Recent relevant commercial or industrial experience within the occupational area of work	Application/Interview		
	11	Experience of working with employers	Application/Interview		
Skills and Qualities	13	High levels of communication and able to work with people at all levels	Application/Interview		
	14	Innovative and flexible	Application/Interview		
	15	High levels of administration, well organised and able to use relevant computer packages	Application/Interview		
Other	16	Commitment to college policies e.g. Health & Safety, Equal Opportunities, Inclusion, Quality Assurance and the College Charter	Application/Interview		
	17	Current driving licence and access to personal transport	Application		
	18	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application/Interview		
	19	DBS Check acceptable to the college	Appointment		

