

**Apprenticeships Recruitment Officer**

**Job Description**

## Main Purpose of Job

Working in the Apprenticeships Team you will take responsibility for ensuring employer apprentice vacancies are filled with high calibre candidates and in a timely manner. The recruitment service is offered to employers as part of the College’s apprenticeship provision and is a free service covering all aspects of the recruitment process. You will also support the promotion and marketing of the College’s employer offer.

**Main Duties**

* Be the main contact for employers who have indicated an interest in recruiting an apprentice and provide guidance in regards to advertising, job specifications and targeting the right audience
* Advertise employers’ apprenticeship vacancies via a range of media including the Apprenticeship Service
* Source candidates via promotional activities, liaising internally with the College Admissions and Curriculum teams and externally such as attending career fairs
* Applicant sifting, checking the eligibility of candidates, reviewing CVs and discussing experience and career aspirations to ensure they meet the criteria
* Telephone screening, conducting structure telephone interviews and making recommendations to employers
* Arrange interview schedules and prepare applicants interview. Organise work placement trials where appropriate
* Assist and support employers with the selection process
* Co-ordinate the enrolment process for the successful applicant and provide feedback to unsuccessful candidates, offering further support and guidance as required
* Maintain tracking systems and provide performance data, reporting any mismatch between supply and demand

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested
* To undertake continuous professional development

**Additional Duties**

* To meet the individual needs of apprentices and employers
* To promote and safeguard the welfare of young people and vulnerable adults at the college
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



**Apprenticeships Recruitment Officer**

**Qualifications**

* Relevant qualification to minimum of Level 3 (A Level or equivalent)
* Sales and Information Advice and Guidance qualifications would be an advantage
* High level of literacy skills
* Evidence of continuing professional development

**Knowledge/Experience**

* Clear understanding of customer service
* Knowledge and experience of meeting targets and monitoring progress
* Experience of effective team working and relationship building
* Experience of working in a recruitment environment would be an advantage
* Experience of providing advice and guidance
* An understanding of Apprenticeship qualifications would be an advantage
* Experience of using social media is desirable

**Skills/Attributes**

* Excellent communication skills, both oral and written including effective presentation skills
* Flexible approach
* Customer focused
* Logical approach to problem solving
* Computer literate including use of spreadsheets and databases
* Ability to think and plan creatively

**Additional Requirements**

* Willingness to work flexible hours
* Ability to travel as required

**Post Information**

* Reports to Programme Manager - Apprenticeships
* This post is for 37 hours per week
* Salary £20,733 - £22,545
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.