

JOB DESCRIPTION

POST TITLE:	Recruitment Advisor
GRADE:	Harmonised Salary Scale Point 21-25
RESPONSIBLE TO:	Student & Apprentice Services Manager
RESPONSIBLE FOR:	<p>To provide effective advice and guidance to potential students and apprentices, assessing suitability and eligibility for commencement of all work-related opportunities and courses/programmes.</p> <p>Develop and maintain relationships with employers, candidates and other key referral agencies to ensure positive outcomes for all.</p>
DIRECTORATE:	Student Experience and Wellbeing
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year

PURPOSE OF THE POST

The post holder will:

1. Monitor applications to all work-related opportunities and vacancies, including apprenticeship vacancies, work placement vacancies and full/part time job vacancies.
2. Carry out effective pre-registration and screening of candidates for all opportunity types and maintain regular communications with those already registered in the talent pool.
3. To carry out effective advice and guidance and conduct candidate interviews to match employers' workforce needs identified within job descriptions and person specifications.
4. Quickly understand information regarding prospective student and apprentices' needs and provide professional and accurate advice.
5. Provide effective account management to employers delivering outstanding levels of communication and support.

DUTIES AND RESPONSIBILITIES

1. Be fully conversant with funding methodology relating to advice and guidance and apprenticeship recruitment.
2. Provide employers and students/candidates with high quality information, advice and guidance.
3. Recruit high quality candidates to all opportunities, ensuring a close match and fit between students'/candidates' abilities and employer's workforce needs.
4. Support candidates to develop their interview and employability skills.

5. Carry out effective interviews with candidates to assess suitability against course entry requirements and role pre-requisites.
6. Schedule interviews with employers on behalf of suitable candidates.
7. To proactively review the talent pool and market students/candidates to employers.
8. To maintain and update student/candidate records.
9. Maintain an up-to-date knowledge of relevant apprenticeships, qualifications and courses offered by the Chesterfield College Group.
10. Develop highly effective links with employers and work closely with the business development team to ensure commitments to provide apprenticeships and training are fulfilled.
11. Achieve and deliver recruitment targets for all opportunity types.
12. Support the organisation of and attend recruitment events, seminars, exhibitions and other promotional events.
13. To plan key aspects of own workload on own initiative.
14. Have a positive and professional approach to work and employer relationships.
15. Undertake detailed checks on employers to ensure they meet criteria for safe and supportive learning and working environments.
16. Be flexible in approach to work and adjust working patterns to suit business needs.

GENERAL

1. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.
2. To take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
3. To promote a positive image of the College and the work that is carried out across its various services.
4. To comply with all legislative and regulatory requirements.
5. To apply the College's own Safeguarding Policy and practices and attend training as requested.
6. To show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with, and promote, the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
7. To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

Post:	Recruitment Advisor	Directorate:	Student Experience and Wellbeing
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
GCSE Maths and English grade C or above.	E	A
Experience:		
Working effectively as part of a team demonstrating exceptional written and verbal communication skills.	E	A/I
Experience of working in a changing environment requiring a flexible and responsive approach.	E	A/I
Planning own work and meet demanding deadlines.	E	A/I
Working in a recruitment related role.	D	A/I
Keep up-to-date with relevant funding, government and quality developments and requirements.	D	A/I
Experience of recruitment and achieving targets	D	A/I
Skills / Knowledge:		
Highly numerate with an eye for detail and ability to identify areas for improvement.	E	A/I
Excellent communication skills	E	A/I
Excellent standard of written communication.	E	A/I
Excellent interpersonal skills.	E	A/I
Effective organisational skills.	E	A/I
Ability to solve problems and use initiative.	E	A/I
Preparing candidate CV's and profiles	D	A/I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace.	E	A/I
Full commitment to Equal Opportunities and anti-discriminatory working practices.	E	A/I
Willingness to undertake additional training.	E	A/I
Ability to keep matters confidential.	E	A/I
Interest to participate in projects, improvements and developmental work.	E	A/I
Full UK driving licence and business insurance	E	A/I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	Leah Shortt	Date Produced:	August 2025
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