



Job Description	Apprenticeship Recruitment Executive
<p><u>Role Specific</u></p> <ol style="list-style-type: none"> 1. To work with employers to design job descriptions as well as promote & manage these through a range of channels in a timely manner 2. To maintain excellent relationships with employers by managing customer service expectations 3. To work closely with apprentices, including: <ol style="list-style-type: none"> A. Assisting them with compiling their CVs B. Testing their existing skill levels to ensure they're enrolled on appropriate College courses C. Matching their career aspirations with the apprenticeship vacancies available with our partner organisations 4. To access and maintain the College's Customer relationship management system 5. To assist in the planning, co-ordination and delivery of employer-led events 6. To liaise and communicate with partner organisations 7. Working closely with our employers to understand their apprenticeship needs, before introducing them to potentially suitable apprenticeship candidates 8. To follow up on generated leads and meet with employers in order to develop business growth opportunities 9. To work together as a team and share information in order to support delivery 10. To thrive in a target driven environment 11. To work towards individual and team targets 12. To complete sales calls and work towards targets for apprenticeship vacancies 13. To match suitable candidates to apprenticeship vacancies 14. To speak to employers and build excellent working relationships 	
<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	Quality Assistant
	Essential / Desirable
Qualifications and Attainments	
Level 3 qualification in Sales, Marketing or Business or equivalent work experience in sales/recruitment	Essential
GCSE grade C/Level 2 English & Maths	Essential
Training, Experience and Knowledge	
Experience of working with databases	Essential
Experience of working in a sales environment	Highly Desirable
Ability to build and maintain relationships with internal and external customers	Highly Desirable
Experience of working in an educational/training environment	Desirable
Personal Skills and Attitudes	
Excellent IT skills with the ability to use Microsoft Office applications to a high standard	Essential
Excellent organisational skills and ability to meet challenging targets	Essential
Display initiative, be positive and enthusiastic, be able to proof read own work	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communication skills	Essential
Be a team player	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children, young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College	Essential
Driving licence and access to own transportation	Essential
To cover Nelson & Colne & surrounding area	Essential
Confident communicator with experience of cold calling	Desirable
Be motivated and enthusiastic	Essential
Experience of using excel and updating databases	Desirable
Experience of matching candidates to vacancies	Desirable





Experience of writing CVs	Desirable
Experience of making sales calls to gain vacancies	Desirable

