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Applications are invited for this post to be effective as soon as possible.

**Recruitment Consultant**

**Location: Chesterfield**

**Salary: £19,864 per annum**

## **(37 hours per week/52 weeks per year)**

An exciting opportunity has arisen for you to join a reputable and well established team within the further education sector.

You will be responsible for providing effective information, advice and guidance to potential learners, assessing suitability and eligibility for commencement of apprenticeship programmes.

You will develop and maintain excellent working relationships with employers, prospective students and apprentices and other key referral agencies to ensure positive outcomes for all.

You will be experienced in achieving high stretching targets and be responsible for monitoring and managing applications to apprenticeship vacancies and carry out effective pre-registration and screening of candidates.

This post provides an opportunity to gain a wide range of experience and the opportunity to develop your knowledge and mentoring skills. You in turn will become part of a valued team working together to ensure success.

For an application form and further details, please visit our Website at <http://www.chesterfield.ac.uk/working-for-us>

Shortlisting for this role may take place as applications are received. We therefore reserve the right to close this vacancy once a suitable candidate has been appointed.

**Closing date: 22 October 2020**

**Interview date: 30 October 2020**

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*‘Encouraging All Individuals to Develop Their Full Potential Through Education and Training’*