

### Colchester Institute Job Description

<b>Job Title:</b>	<b>Apprenticeship &amp; Recruitment Co-ordinator</b>
<b>Regulated Activity:</b>	<b>No</b>
<b>Responsible To:</b>	<b>Apprenticeship Administration Manager</b>
<b>Line Management of other staff:</b>	<b>No</b>
<b>Location:</b>	<b>Colchester</b>
<b>Salary:</b>	<b>Range S15-18</b>

#### **Purpose Statement:**

**To support the admissions and recruitment processes for Apprenticeships, providing information, advice and guidance to applicants and support employers with their recruitment of apprentices. To provide flexible administrative support for apprenticeship provision within the Apprenticeship Administration Team whilst working closely with a designated Department or group of Departments and to be first point of contact for enquiries relating to apprenticeships and liaison between internal and external stakeholders.**

#### **Main Duties & Responsibilities:**

<b>1</b>	To be the first point of contact for enquiries relating to apprenticeships and liaise with internal and external stakeholders, whilst demonstrating an excellent customer service approach.
<b>2</b>	Post and manage employer apprenticeship vacancies via CRM and Recruit an Apprentice platforms.
<b>3</b>	Liaise with employers to obtain initial apprenticeship paperwork including pre-apprenticeship checklists, job descriptions and seeking authorisation from relevant Area Head or Area Nominated Person associated with vacancies and direct applicants within agreed SLAs.
<b>4</b>	To respond effectively to all direct and referred enquiries via face-to-face, telephone, mail, email, text within agreed timescales, demonstrating excellent customer service.
<b>5</b>	To conduct accurate and efficient processing of applications, including where applicants have made a joint application with a full-time programme. Co-ordinate and arrange sending out initial assessments, complete PLR and entry screening and application reviews and/or interviews, as required.
<b>6</b>	To working with suitable apprenticeship applicants to shortlist them for opportunities and support them into apprenticeship employment.
<b>7</b>	For applicants who do not meet entry requirements ensure they are referred to a suitable alternative, are offered support and guidance with their next steps.

## R&S 3

8	Completing daily CRM updates and reporting actions following new apprenticeship vacancy leads, vacancy applications and talent pool applications.
9	To attend internal and external events including open events and careers fairs to promote Apprenticeships and support with the recruitment of apprentices. To arrange and conduct classroom talks to promote Apprenticeships to current students.
10	Support applicants, employers and cross college teams with the sign-up process including generating sign-ups using our e-Portfolio system for new apprentices within agreed SLA's leading to timely enrolment of, and funding for apprentices.
11	Quality check sign-ups to ensure they have been completed correctly before advancing to enrolment.
12	Registering apprentices using relevant college systems and carry out timely checking of registrations and enter awarding body registration numbers onto systems if required.
13	Support other activities and administrative tasks relevant to the management and development of Apprenticeships, such as correspondence to employers and apprentices throughout the apprenticeship journey, reporting data on figures and providing destination data.
14	Support with the recording of certificates and formal notifications to apprentices and arrange for certificates to be delivered to candidates once framework/standard has been completed.
15	Carry out note taking for meetings as required.
16	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
17	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

**Colchester Institute Person Specification**

**Position: Apprenticeship & Recruitment Co-ordinator**

	Essential	Desirable	How is this assessed?
<b>Qualifications</b>			
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent		✓	A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
<b>Experience</b>			
Experience of working in an administrative role.	✓		A/I
Experience of using database systems.	✓		A/I
Experience of dealing with internal and external stakeholders.	✓		I
Very good working knowledge of MS Office.	✓		I
An understanding of safeguarding and a commitment to creating a safe learning environment.	✓		I
An understanding of and commitment to the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.	✓		I
<b>Knowledge and Skills</b>			
Knowledge and understanding of safeguarding as it relates to this role.	✓		I
An awareness of the importance of Equity & Inclusion and Diversity.	✓		I
Excellent written and verbal communication skills.	✓		A/T
Good interpersonal, people and customer care skills with the ability to present a positive image to internal and external stakeholders.	✓		I

## R&S 3

Good organisational skills with the ability to both prioritise and respond quickly to requests.	✓		I
Ability to word process business correspondence, documents, and materials to a high standard of presentation and accuracy using standardised formats.	✓		I/T
Able to develop and use spreadsheets.	✓		I/T
Ability to maintain a flexible approach.	✓		I
Good team working skills particularly the ability to work closely and effectively with other staff.	✓		I
Proactive approach to work and the willingness to take on new tasks.	✓		I
<b>Personal Attributes</b>			
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

### KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test