

APPOINTMENT OF EMPLOYER RELATIONSHIPS COORDINATOR/RESOURCER (0.8 OR FULL TIME POST) – REF 221257R3

BACKGROUND INFORMATION

Runshaw College is one of the most successful colleges in the country, renowned locally and nationally for our results, inclusivity, and friendly and supportive culture, with a focus on putting the student at the heart of all that we do.

Our Employer Relationships Team is made up of the Head Employer Relationships, 2 x Employer Relationships Co-ordinators and an Employer Relationships Administration Apprentice. In this target driven role the ERC/R's are responsible for building strong relationships with employers, making them aware of the College's apprenticeship offer for their existing employees and new apprentices. In addition, to matching candidates to apprenticeship job vacancies, arranging interviews and collecting feedback. Building links with referral partners is also a key responsibility within this role. At times the ERC/R will engage with employers to obtain support with live briefs and guest speakers.

Within the Employer Relationships area of the function an exciting opportunity has arisen for a hard-working, target focused, friendly, creative and positive person to take on the mantle of developing relationships with employers and external stakeholders.

The role will involve:

- Building relationships with new and existing employers to promote their vacancies and source candidates. This could be through managed social media campaigns and through a network of partner organisations.
- Researching and prospecting employers through a range of business development activities, such as; cold calling, foot marketing, employer meetings and events.
- The account management of existing employers is also a key part of the role; therefore the ERC will need to demonstrate their ability to develop and maintain relationships with external stakeholders.
- Working to targets, recruitment KPI's and deadlines.

We very much look forward to receiving your application.

Jane Vout
Head of Employer Relationships
vout.j@Runshaw.ac.uk





JOB DESCRIPTION

JOB TITLE: Employer Relationships Coordinator/Resourcer (0.8 or full time post)
– Ref 221257R3

UPDATED: September 2022

RESPONSIBLE TO: Head of Employer Relationships

The description of key duties is a guide to the work that you will initially be required to undertake. This may be changed from time to time to meet changing circumstances and is reviewed in the appraisal process.

Role Specific	Business Engagement & Vacancy Management
	<ul style="list-style-type: none"> • Developing close links and working relationships with local partners to promote Runshaw Colleges live apprenticeship opportunities and apprenticeship candidate pools. • Managing a caseload of candidates matching them to our apprenticeship offer for local businesses, meeting set KPIs. With an expectation of 50% of the total sales target being achieved through new hires. • Managing employer expectations in relation to the suitability of applicants for roles. • Working to employer set interview dates – posting vacancies on the FAA site, our website and social media channels within 24 hours, ensuring a high-quality pre-screen has taken place. Checking eligibility and completing auditable paperwork. • Obtaining timely interview feedback from employers following interviews, feeding back to candidates with a maximum of 2 working days. • Have a key role in developing knowledge of our apprenticeships in key employer groups, job centres, external partners / stakeholders and the local part time workforce. • Developing links and working relationships with candidates in the local area, laying the foundations for Runshaw College's apprenticeship candidate pool. • Using social media to promote opportunities across South Ribble and Chorley and the surrounding areas.





	<ul style="list-style-type: none"> Researching the local partnership networks and developing and maintaining relationships to ensure that provision dovetails and meets identified need. Developing close links and working relationships with local employers for both pre programme and on programme students. Performing a range of business development opportunities to include cold-calling, foot marketing, employer meetings and events. Developing links and working relationships with new businesses in the local area, laying the foundations for their future work with Runshaw College <p>Team Membership</p> <ul style="list-style-type: none"> As part of the Employer Relationships Team to have a key role in taking part in team meetings, contributing ideas and updating the Head of Employer Relationships about both existing and new businesses. <p>Public Events</p> <ul style="list-style-type: none"> Be fully involved in all external events such as Open events, taster sessions, and to attend any relevant external events commensurate with the role.
Quality	<ul style="list-style-type: none"> Be actively involved in the College's continuous improvement culture
Liaison	<ul style="list-style-type: none"> Liaise effectively with all college staff to ensure high quality customer care
College responsibilities	<ul style="list-style-type: none"> Participate in performance management and staff development activities as required Value diversity and promote equal opportunities Work within health and safety guidelines and be aware of your responsibilities for health and safety Adhere to college policies and procedures including data protection Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults



PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
A minimum of a Level 3 qualification e.g. A level, BTEC National Diploma	E	Application form
GCSE Maths and English Grade A* - C or equivalent or willingness to work towards these qualifications	E	Application form
Excellent IT skills and proficient with Microsoft Office, Excel, Word and PowerPoint	E	Application form
Car driver or able to prove mobility suitable to the duties of the post	E	Application form
A willingness to undertake appropriate Continuous Professional Development	E	Application form
TRAINING, EXPERIENCE AND KNOWLEDGE		
Successful experience in a customer services or educational/training environment	E	Application form/ Interview
Successful marketing experience, such as using social media to generate business	D	Application form/ Interview
Successful track record of working to set targets within a high performing organisation	E	Application form/ Interview
Experience of working in a commercial recruitment role	D	Application form/ interview
Demonstrate evidence of building strong relationships with external stakeholders	E	Application form/ Interview
Ability to communicate well	E	Application form/ interview/presentation
Successful organisational skills	E	Application form/ interview





Experience of and understanding of apprenticeships	D	Application form/ interview
Experience of and understanding of 16-18 college provision	D	Application form/ interview
PERSONAL SKILLS AND ATTITUDES		
Display initiative, be positive and friendly	E	Interview
Enjoy working with people from a variety of backgrounds and possess the skills and personal qualities to communicate and work with them in an effective and positive way	E	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion	E	Interview
Excellent verbal and written communication skills	E	Interview
Have high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines	E	Interview
Be a team player	E	Interview
Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Be able to inspire, enthuse and motivate others	E	Interview
Demonstrate good people skills	E	Interview
Suitable to work with children and/or vulnerable adults	E	Interview



SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	Up to £26,314 (FTE) per annum, £21,051 (0.8) per annum dependent on qualifications and experience
WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week (29.6 working on a 0.8 contract).
CONTRACT	Fixed term until 31 st July 2024
PENSION SCHEME	You are entitled to join the Local Government Pension Scheme. Further details are available at www.yourpensionservice.org.uk
HOLIDAYS	You will receive: 23 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August) 8 Bank and Public Holidays 4 extra Statutory Holidays 3 closure days should the College decide to close in the interests of efficiency This entitlement will be on a pro-rata basis for posts that are part-time and term time.
SAFEGUARDING	The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk .
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12 months' probation period.
NOTICE	You may terminate your employment in writing by providing 6 weeks' notice except during the probationary period when it is 4 weeks' notice.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is midday, Friday 31st March 2023

Approved: Jane Vout

Date: November 2022



Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

Work Life Balance

Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

Rewards and Perks

- Access to great discounts and cash back at major

retailers, entertainment, travel, leisure and eating out at

//runshawrewards.co.uk and //discountsforteachers.co.uk

- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

Financial

Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

Pensions:

- Membership of a career average defined pension scheme, either:
 - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
 - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a



pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:
[//yourpensionservice.org.uk](https://yourpensionservice.org.uk)
[//teacherspensions.co.uk](https://teacherspensions.co.uk)

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost of living increases (this is considered on an annual basis).

Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

Health & Wellbeing

Counselling Service:

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

Employee Assistance Programme:

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

Health:

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!