

JOB DESCRIPTION

Post:	Apprentice Recruitment Officer
Responsible to:	Head of Business Development
Pay Band:	5

Job Purpose:

The main purpose of the position is to support the work of the Business Development Team, which sits within the wider Employer Services Department. A significant part of this team's work is supporting local businesses in the recruitment and selection of suitable apprentices to fill their vacancies.

This role will involve overseeing the whole candidate assessment and selection side of the process, working very closely with the Business Development Team to ensure that any candidates put forward to the businesses are appropriate for the role. You will work closely with the administrators to ensure that applications are processed, and interviews are organised as quickly as is possible, ensuring a great experience for apprentices and businesses along the way.

As the Business Development team are predominantly field based for the majority of the time, it will be essential that the post-holder is able to work independently and proactively. Being able to communicate clearly and concisely by telephone and email will be essential for this role.

Main Duties:

1. Overseeing the applications process for all the apprenticeship vacancies that the college advertises. Ensuring applications are being processed in an accurate, timely and professional manner.
2. Arranging and coordinating the regular Information, interview and assessment sessions ensuring that applicants are appropriate for their chosen apprenticeship and meet the entry criteria set out by the college and employers.
3. Supporting the Business development team with arranging interviews on behalf of employers, contacting, and confirming details with applicants and ensuring attendance, as far as is possible.
4. Promoting the college's apprenticeship vacancies internally, externally and representing the apprenticeship team at internal and external events (reasonably regular evening and very occasional weekend working may be required).

5. Monitoring a pool of apprenticeship candidates, with a view to placing them into existing vacancies and taking part in regular “match and fill” meetings to support the BDEs with filling their vacancies.
6. Overseeing accurate completion and maintenance of the apprenticeship candidate database
7. Proactively seeking out suitable candidates to fill our apprenticeship vacancies through social media and other channels.
8. Signposting unsuccessful applicants to appropriate sources of support or advice and guidance.

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	Qualified at a minimum of level 3 (A level, Diploma or equivalent)	Application form, certificates
2	Level 2 or above in literacy, numeracy and IT. If no formal qualification, must be willing to gain	Tests at interview, application form, certificates
3	Has experience of recruitment or working with individuals to secure employment	Application form, interview
4	Excellent interpersonal skills with a range of people	Application form, interview
5	Has excellent organisational and administrative skills	Application form, interview
6	Has excellent communication skills, both spoken and written	Application form, interview
7	A flexible attitude towards working hours	Application form, interview
8	An ability to work quickly and accurately, following agreed procedures	Application form, interview
9	The ability to use Microsoft Word, Excel, Outlook Powerpoint and Teams	Application form, interview
10	Willingness and ability to learn to use a wider range of IT applications	Application form, interview
11	Experience of dealing with the general public	Application form, interview
12	Ability or willingness to talk/present to small groups of applicants	Application form, interview, presentation

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Has knowledge and experience of apprenticeships	Application form, interview, presentation
2	Has experience or a qualification in IAG	Application form, interview
3	Has experience of working with schools to promote educational opportunities	Application form, interview
4	Has an understanding of employer skills and training needs	Application form, interview